

Premium Billing and Reconciliation Web Billing Training Manual



Personnel Cabinet
Department for Employee Insurance
Financial Management Branch

PREMIUM BILLING & RECONCILIATION WEB BILLING

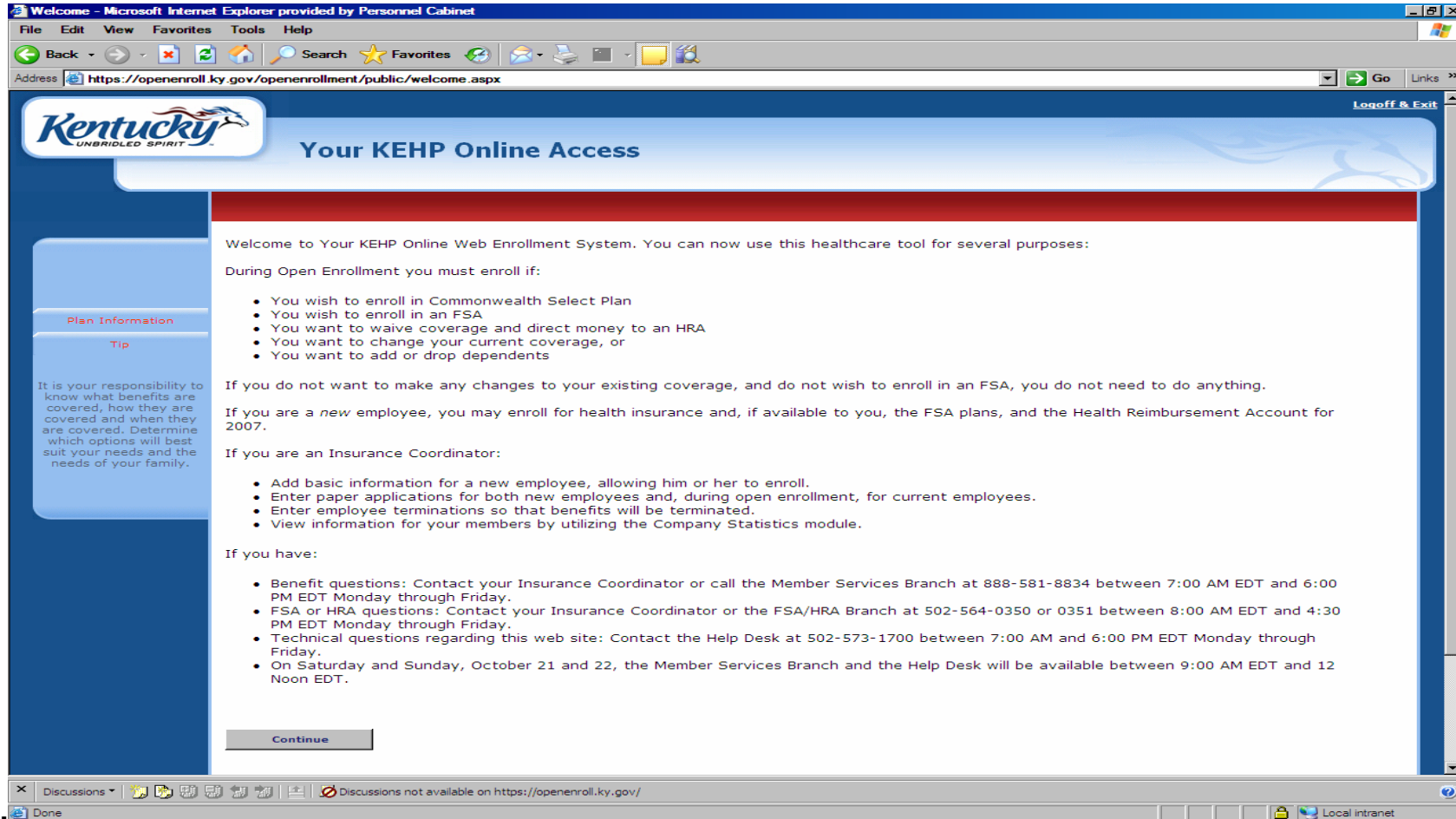
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Logging On

Access your Internet connection.

Enter <https://openenroll.ky.gov> to access the Web Billing.



Select continue.

ENTER YOUR LOGIN CREDENTIALS

ENTER THE FOLLOWING INFORMATION:

9 Digit Social Security Number

Date of Birth (MM/DD/YYYY)

Password – If you have lost your Password information, contact your Insurance Coordinator or the Member Services Branch, of the Personnel Cabinet to reset your password.

The screenshot shows a Microsoft Internet Explorer window titled "Login - Microsoft Internet Explorer provided by Personnel Cabinet". The address bar displays "https://openenroll.ky.gov/openenrollment/Public/Login.aspx". The page features the Kentucky logo and the heading "Your KEHP Online Access". A red banner reads "Enter Your Login Credentials". Below this, instructions state: "Enter your Social Security Number, Date of Birth, and Password. If you have lost your Password information, contact your Insurance Coordinator or the Member Services Branch." A red warning message follows: "After your third incorrect attempt to log in, you will be locked out. Contact your Insurance Coordinator or the Member Services Branch to reset your password." A tip section on the left states: "Do not use dashes in your social security number. Your Password is case sensitive (upper case letters must be used for the alphabetic portion of your password)." The login form includes three input fields: "Social Security Number:" (with a masked field "*****"), "Date of Birth:" (with a masked field "MM/DD/YYYY"), and "Password:". At the bottom are "Login" and "Exit" buttons. The footer contains "Powered by HHS, Inc. On-boarding", "Copyright © 2006 Commonwealth of Kentucky. All rights reserved.", and "Kentucky.gov". The status bar at the bottom shows "Done" and "Local intranet".

Logoff & Exit

Kentucky
UNBRIDLED SPIRIT

Your KEHP Online Access

Enter Your Login Credentials

Enter your Social Security Number, Date of Birth, and Password. If you have lost your Password information, contact your Insurance Coordinator or the Member Services Branch.

After your third incorrect attempt to log in, you will be locked out. Contact your Insurance Coordinator or the Member Services Branch to reset your password.

Do not use dashes in your social security number.
Your Password is case sensitive (upper case letters must be used for the alphabetic portion of your password).

Social Security Number:

Date of Birth:

Password:

Login Exit

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Discussions Discussions not available on https://openenroll.ky.gov/ Done Local intranet

Select Login.

SELECT THE “PB&R BILLING” OPTION.

LogInType - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://openenroll.ky.gov/openenrollment/Member/LoginType.aspx> Go Links

Kentucky
UNBRIDLED SPIRIT

Your KEHP Online Access

Administrative Options

How do you want to proceed?

LORI ELDER
System Administrator

Plan Information

Tip

Read the information on each screen carefully. Sometimes scrolling down may be necessary to see all the information. Respond to the prompts on each screen to fit your needs.

My Benefits

IC Functions

PB&R Billing

Reset an Account

Company Statistics

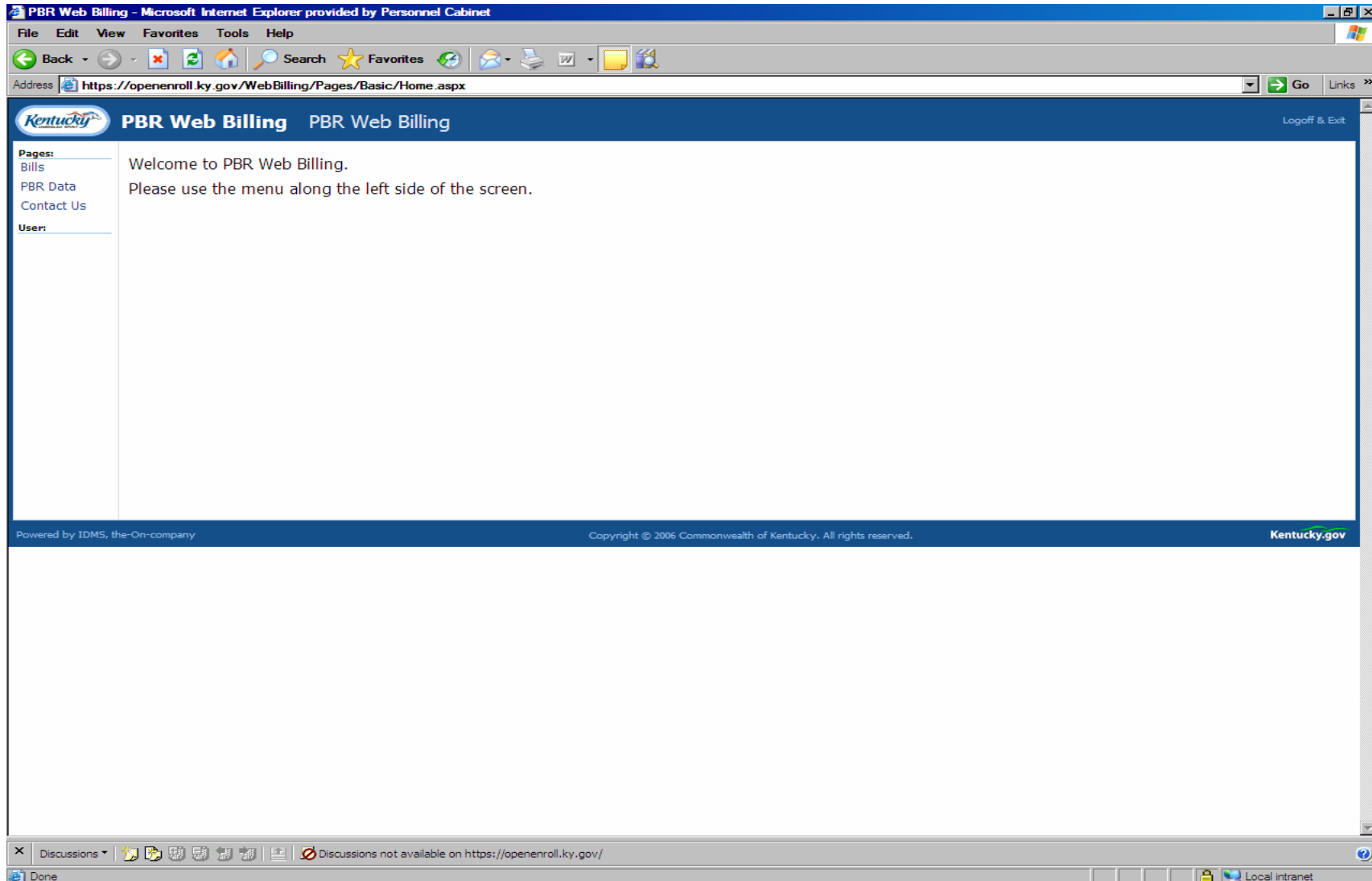
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Discussions Discussions not available on <https://openenroll.ky.gov/>

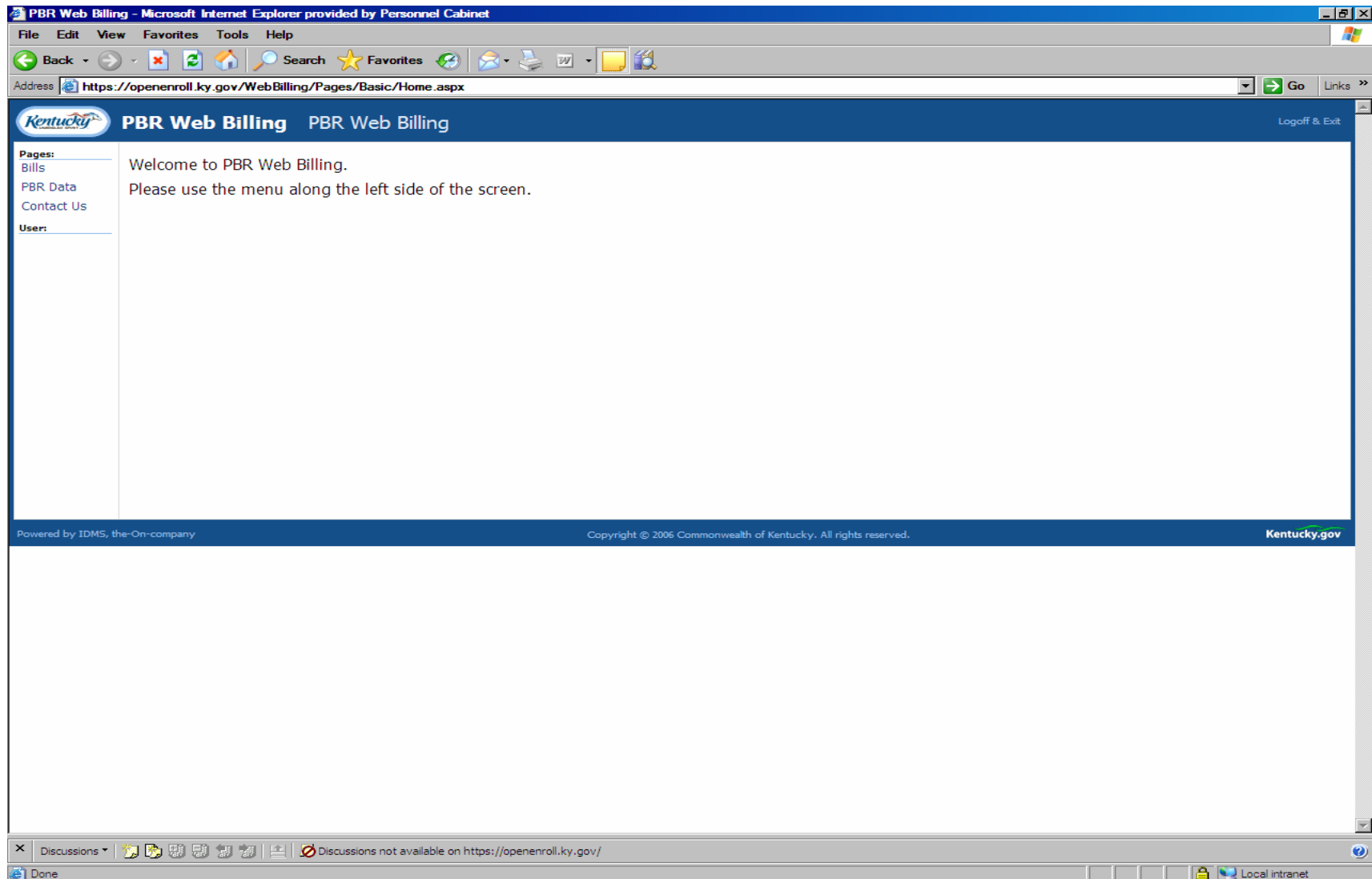
Done Local intranet

SELECT THE OPTION THAT APPLIES:

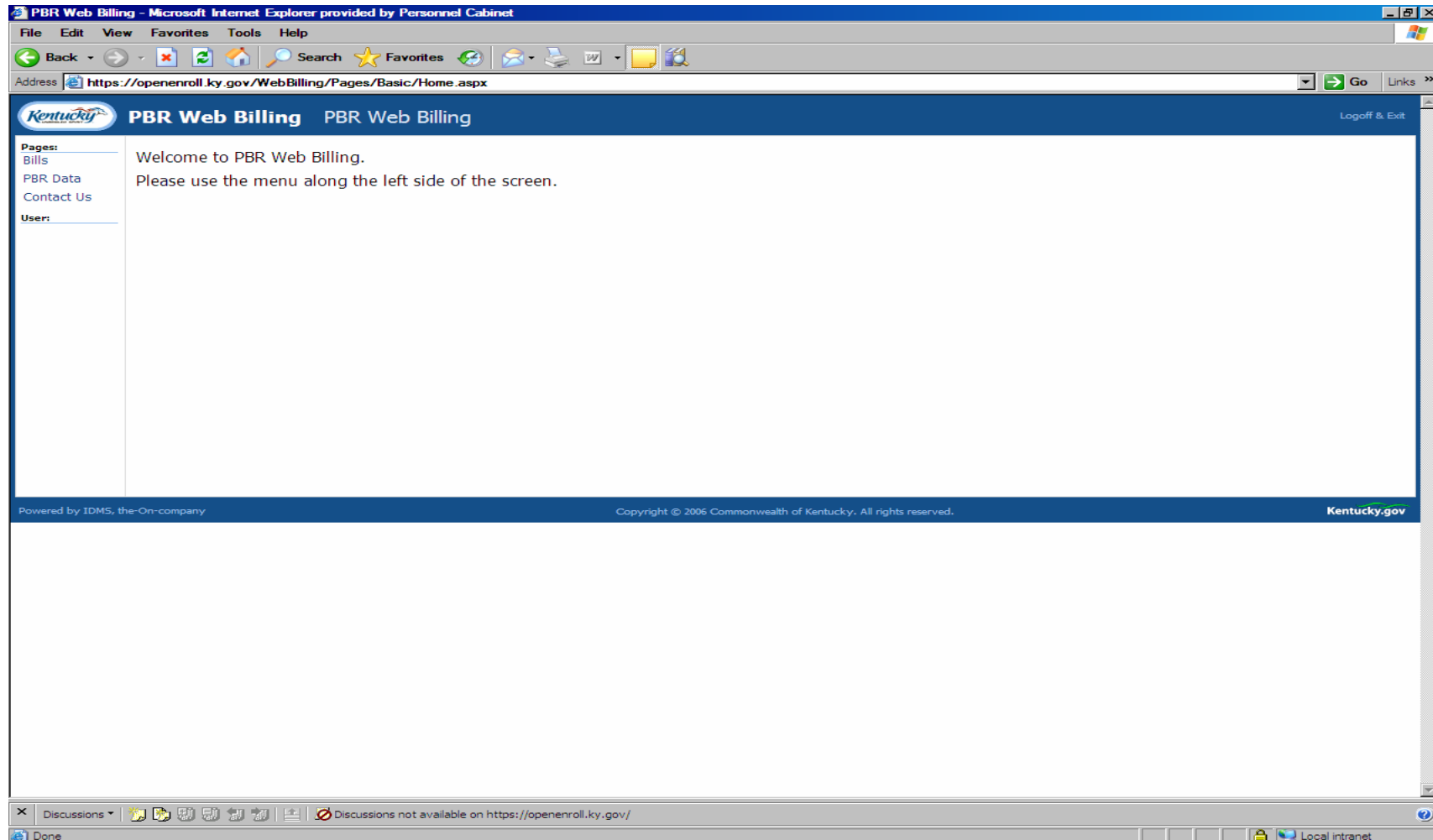
BILLS – You will use this option to reconcile your monthly bill statement for Employer or Employee Health Insurance Premiums, Administration Fees, FSA Health Care Accounts, FSA Dependent Care Accounts, and HRA's (Healthcare Reimbursement Account).



PB&R DATA – You will use this option to view data related to a plan holder or company within the Premium Billing and Reconciliation System. This is a “read only” feature.



CONTACT – You will use this option to send an email to the Financial Management Branch Staff to report errors while testing, and ask questions related to your bills.



PLEASE NOTE:

When the monthly health insurance bill and or FSA bill is ready for you to view, you will receive an email from PERSONNEL GHImail [<mailto:GHImail@ky.gov>]. Please do not reply back to this address. You will need to log into Web Billing and select Contact Us to email any questions or comments.

SELECTING THE BILLS OPTION:

Selecting the **Bills** option prompts the screen that shows the billing statements. The **Bill Period** shows the month that is currently being viewed. The **Company** field displays all the companies that you have access to see. Current and past bill periods can be viewed based upon the **Active?** Field. To view past bills, select **Finished**.

The **Add** button on the screen is not enabled. The **Export** button displays the **Bill Status** only.

Pages:
Bills
PBR Data
Contact Us

User:

Bill Period
03/2007

Company
00011 ANDERSON CO BOE

Active?
☒ Active ☐ Finished

Add **Export**

Name	Bill Period	Status
00011 Anderson Co BOE	03/2007	Open

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Discussions Discussions not available on https://openenroll.ky.gov/ Done Local intranet

If you select the **Export** button, the following screen will be prompted.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail New Window

Address <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links >>

Kentucky
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Pages:
[Bills](#)
[PBR Data](#)
[Contact Us](#)

User:

[https://openenroll.ky.gov/WebBilling/Export/ExcelFiles/PBR-Web-Billing-\(03-01-2007-11-19-23\).cs](https://openenroll.ky.gov/WebBilling/Export/ExcelFiles/PBR-Web-Billing-(03-01-2007-11-19-23).cs) Go Links >>

	A	B	C	D	E	F	G	H	I
2	NAME	BILL PERIOD	STATUS						
3	00011 Anderson Co BOE	Mar-07	Open						
4									
5									
6									
7									
8									
9									
10									
11									
12									
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21									

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PBR-Web-Billing-(03-01-2007-11-

Unknown Zone

Logoff & Exit

Kentucky.gov

Discussions Discussions not available on https://openenroll.ky.gov/

Done Local intranet

To view all bills statements for a particular year, select the **Bill Period** drop down box. **Monthly** and **Semi-Monthly** views are available.

The Monthly dates will be the health insurance billings. The semi-monthly dates will show the FSA billings.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:
Bills
PBR Data
Contact Us
User:

Bill Period
03/2007
2007 Monthly
01/2007
02/2007
03/2007
04/2007
05/2007
06/2007
07/2007
08/2007
09/2007
10/2007
11/2007
12/2007
2007 Semi-Monthly
01/15/07
01/30/07
02/15/07
02/30/07
03/15/07
03/30/07
04/15/07
04/30/07
05/15/07
05/30/07
06/15/07
06/30/07
07/15/07
07/30/07
08/15/07
08/30/07

Company
00011 00011 ANDERSON CO BOE

Active?
☒ Active ☐ Finished

Bill Period	Status
BOE 03/2007	Open

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

SELECTING THE BILL:

Select the bill you would like to view by electing the >. The row will be highlighted blue and a new tool bar prompts the following options: **View**, **Edit**, **Delete**, **Entries**, **SOF's**, **Accept**, **Reject**, **Close**, **Amtx2**, **Don't Pay**, **Finalize** and **Unfinalize**. **Delete**, **Accept**, and **Reject** are inactive. These options are used internally by the Financial Management Branch. **Unfinalize** is inactive at this time because the bill is not in Finalized Status. Only the items in black are active options.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address: <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

Bill Period 03/2007 **Company** 00011 > 00011 ANDERSON CO BOE **Active?** ☒ Active ☐ Finished

Add Export View Edit Delete Entries SOFs Accept Reject Close Amtx2 Don't Pay Finalize UnFinalize

Name	Bill Period	Status
00011 Anderson Co BOE	03/2007	Open

Select

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

The following list of **Status Options** can be found in the **Status** Field.

Status Options:

Open - The bill is ready for viewing and markup.

Closed by You – The bill has been closed by the person logged in.

All Closed – The status after all contacts have closed the bill.

Finalized – You agree with the totals and have submitted payment to:

Personnel Cabinet

Financial Management Branch

200 Fair Oaks, Suite 502

Frankfort, KY 40601

Posted – Financial Management Branch has received your payment and the bill has been posted.

SELECTING VIEW FROM THE BILLS PAGE:

Selecting view allows you to see information about the bill. It displays the **Bill Template** name, **Bill Period**, **Status**, **Amounts**, and **Users**. In the **Users** section, it displays who still has the bill open and who has closed the bill. The financial officer who will finalize and submit the payment will be listed in the **Users – Responsible** section. This person will have the ability to open or close the bill for all users who have access to the bill. The **Close for User** and the **Open for User** are inactive on this screen.

View Bill - Windows Internet Explorer
https://openenroll.ky.gov/WebBilling/Pages/Bill/Edit.aspx

Kentucky PBR Web Billing View Bill Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

Users:

Bill
Bill Template 00011 Anderson Co BOE
Bill Period 03/2007
Status Open

Amounts
Company []> []
Health EE \$36,749.66
Health ER \$0.00
Admin Fee \$0.00
Total \$36,749.66

Users - Open
JENKINS
SUTHERLAND [Close For User]

Users - Closed
[] [Open For User]

Users - Responsible
JENKINS

Save
[Bill Entries] [Cancel] [Save]

To be able to **Close for User** or **Open for User** select **Cancel** to exit this screen and go back to the **Bill screen**.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links >>

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:
Bills
PBR Data
Contact Us
User:

Bill Period: 03/2007 Company: 00011 00011 ANDERSON CO BOE Active? ☒ Active ☐ Finished

Add Export View Edit Delete Entries SOFs Accept Reject Close Amts x2 Don't Pay Finalize UnFinalize

Name	Bill Period	Status
00011 Anderson Co BOE	03/2007	Open

Select

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

Select the bill again and then select **Edit**.

The **Edit** screen will look like the screen on Page 13 only the **Close for User** and **Open for User** will be active.

The screenshot shows a web browser window titled "Edit Bill - Windows Internet Explorer". The address bar shows the URL "https://openenroll.ky.gov/WebBilling/Pages/Bill/Edit.aspx". The page has a blue header with the "Kentucky" logo and the text "PBR Web Billing Edit Bill". On the right of the header is a "Logoff & Exit" link. A left sidebar contains a "Pages:" menu with "Bills", "PBR Data", and "Contact Us", and a "User:" section. The main content area is titled "Bill" and displays the following information:

- Bill Template: 00011 Anderson Co BOE
- Bill Period: 03/2007
- Status: Closed By You

Below this is the "Amounts" section with a "Company" dropdown menu and the following values:

Category	Amount
Health EE	\$36,749.66
Health ER	\$0.00
Admin Fee	\$0.00
Total	\$36,749.66

Next is the "Users - Open" section with a text box containing "SUTHERLAND" and a "Close For User" button. Below that is the "Users - Closed" section with a text box containing "JENKINS" and an "Open For User" button. The "Users - Responsible" section has a text box containing "JENKINS". At the bottom, a "Save" section contains three buttons: "Bill Entries", "Cancel", and "Save".

Select the **Bill Entries** option to view a listing of your employees on a bill.

SELECTING BILL ENTRIES FROM THE BILLS SCREEN:

To view the **Bill Entries**, select the > to the left of the Bill you would like to view and select the **Entries** button.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address: <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

Bill Period: 03/2007 **Company:** 00011 > 00011 ANDERSON CO BOE **Active?:** ☒ Active ☐ Finished

Add Export View Edit Delete Entries SOFs Accept Reject Close Amts x2 Don't Pay Finalize UnFinalize

Name	Bill Period	Status
▶ 00011 Anderson Co BOE	03/2007	Open

Select

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

BILL ENTRIES SCREEN:

Bill Entries - Windows Internet Explorer

https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx

Live Search

Bill Entries

Page Tools

PBR Web Billing

Bill Entries

Logoff & Exit

Pages:

[Bills](#)

[PBR Data](#)

[Contact Us](#)

User:

Bill

00011 Anderson Co BOE

Bill Period

03/2007

Company

00011 > 00011 ANDERSON CO BOE

Entries

All

Planholder

SSN

Find

Sort Order

☒ SSN

☐ Name

Add

Export

Bill View

	Bill Pd.	Company	SSN	Name	Health EE	Health ER	Admin Fee	Status
▶	01/2007	00011			\$0.00	\$94.82	\$0.00	Original
▶	02/2007	00011			\$120.76	\$581.26	\$5.00	Original
▶	02/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	02/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	02/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶	03/2007	00011			\$378.92	\$695.92	\$5.00	Original
▶	03/2007	00011			\$35.04	\$583.94	\$5.00	Original
▶	03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶	03/2007	00011			\$10.30	\$588.66	\$5.00	Original
▶	03/2007	00011			\$274.90	\$620.60	\$5.00	Original

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>>

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Kentucky.gov

BILL ENTRIES SCREEN:

At the top of the screen, it displays the **Bill Name**, **Bill Period**, the **Company** you are working on, **Entries**, **Planholder SSN** field and a **Sort Order** field. If you are looking for an employee and you know the SSN, enter it in the **Planholder** field to locate the employee. The **Sort Order** enables you to sort your bill by SSN or Name. Bill Periods with discrepancies appear first, then current month.

The **Bill Entries** displays the **Bill Period**, **Company**, **SSN**, **Name**, **Health EE**, **Health ER**, **Admin Fee**, and **Status**.

Bill Period - **Bill Periods** with discrepancies appear first, then current month bill periods are listed.

STATUS:

Original - This status will appear when a bill is first opened and it has not been edited.

Changed – Changed indicates an adjustment was made to the employee's bill record. For example, if they only paid half of their premium for the month, you would need to adjust that on the bill.

Added – This status indicates an entry has been added to the bill.

Removed – Removed indicates an entry on the bill was removed. An example of removing a record would occur if the employee terminates employment and the person still shows on the bill or transferred out of your company and still shows on the bill or if the employee did not make a payment for the month. **Please note: If you remove a record from a bill but the appropriate action has not been taken to change the employee's record in the GHI System (General Health Insurance System), the record will appear again next bill period.**

The numbers displayed at the bottom of the screen are the page numbers. You can scroll through the pages one by one or if you would like to go to the beginning or the end of the bill, select the >> for end or >> for beginning. You can also select ... and this will take you to the next grouping of page numbers.

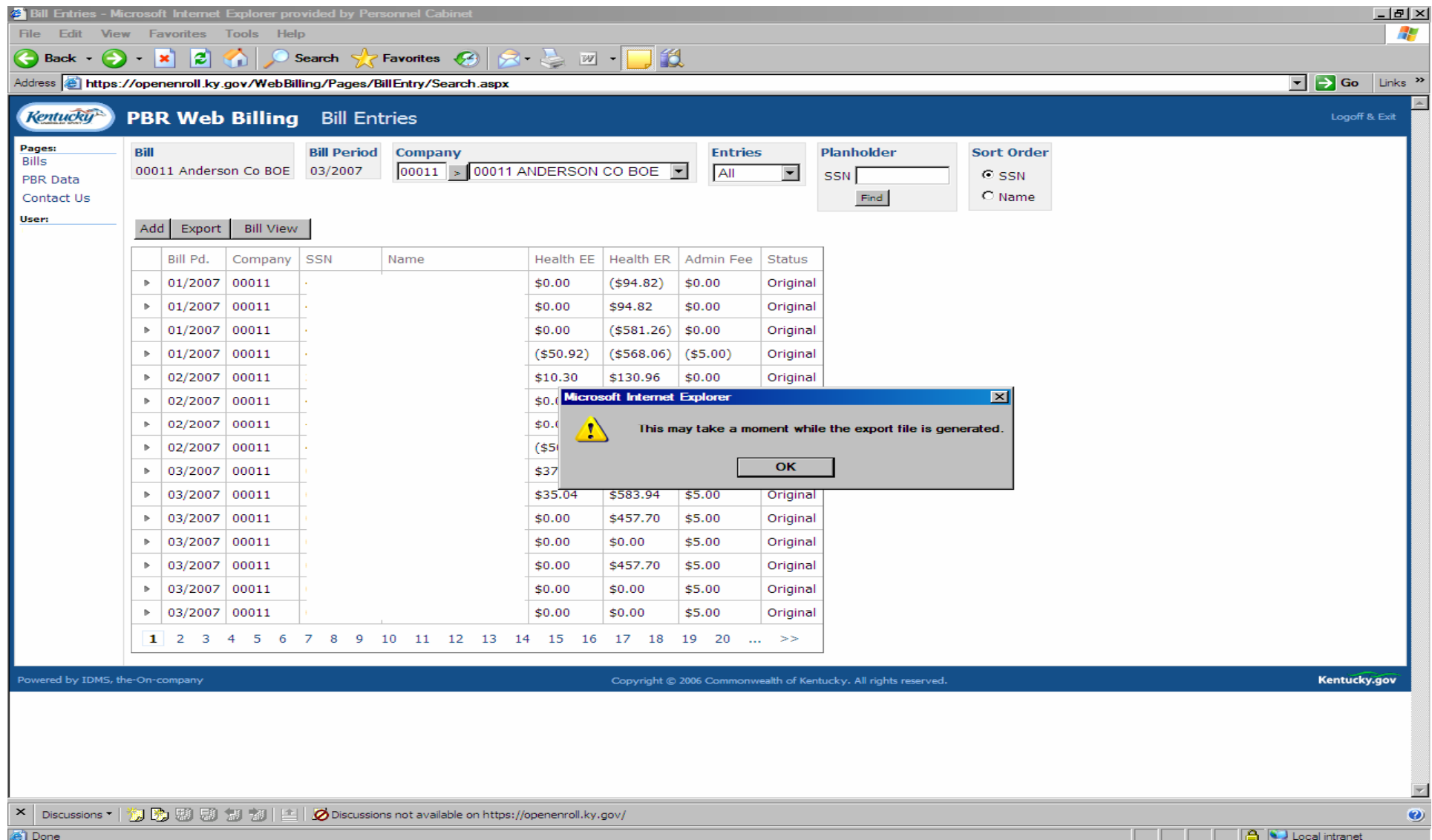
ADD - The **Add** button lets you add an employee to the bill. See page 23.

EXPORT - Use this button to export your bill into a .CSV file (Excel file). See page 19.

Bill View - Will take you to the totals screen. See page 13.

EXPORTING THE BILL ENTRIES:

To export the entries on the bill select **Export**. You may need to hold down the **CTRL** button on your keyboard first and then select **Export**. The problem may arise because you have pop up blockers on. The message **This may take a moment while this export file is generated** will appear.



Bill Entries - Microsoft Internet Explorer provided by Personnel Cabinet

Address: <https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx>

Kentucky PBR Web Billing Bill Entries

Pages: Bills, PBR Data, Contact Us

User:

Bill: 00011 Anderson Co BOE | Bill Period: 03/2007 | Company: 00011 > 00011 ANDERSON CO BOE | Entries: All | Planholder: SSN: [] Find | Sort Order: ☒ SSN, ☐ Name

Add Export Bill View

Bill Pd.	Company	SSN	Name	Health EE	Health ER	Admin Fee	Status
▶ 01/2007	00011	.		\$0.00	(\$94.82)	\$0.00	Original
▶ 01/2007	00011	.		\$0.00	\$94.82	\$0.00	Original
▶ 01/2007	00011	.		\$0.00	(\$581.26)	\$0.00	Original
▶ 01/2007	00011	.		(\$50.92)	(\$568.06)	(\$5.00)	Original
▶ 02/2007	00011	.		\$10.30	\$130.96	\$0.00	Original
▶ 02/2007	00011	.		\$0.00			
▶ 02/2007	00011	.		\$0.00			
▶ 02/2007	00011	.		(\$50.00)			
▶ 03/2007	00011	.		\$37.00			
▶ 03/2007	00011	.		\$35.04	\$583.94	\$5.00	Original
▶ 03/2007	00011	.		\$0.00	\$457.70	\$5.00	Original
▶ 03/2007	00011	.		\$0.00	\$0.00	\$5.00	Original
▶ 03/2007	00011	.		\$0.00	\$457.70	\$5.00	Original
▶ 03/2007	00011	.		\$0.00	\$0.00	\$5.00	Original
▶ 03/2007	00011	.		\$0.00	\$0.00	\$5.00	Original
▶ 03/2007	00011	.		\$0.00	\$0.00	\$5.00	Original

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

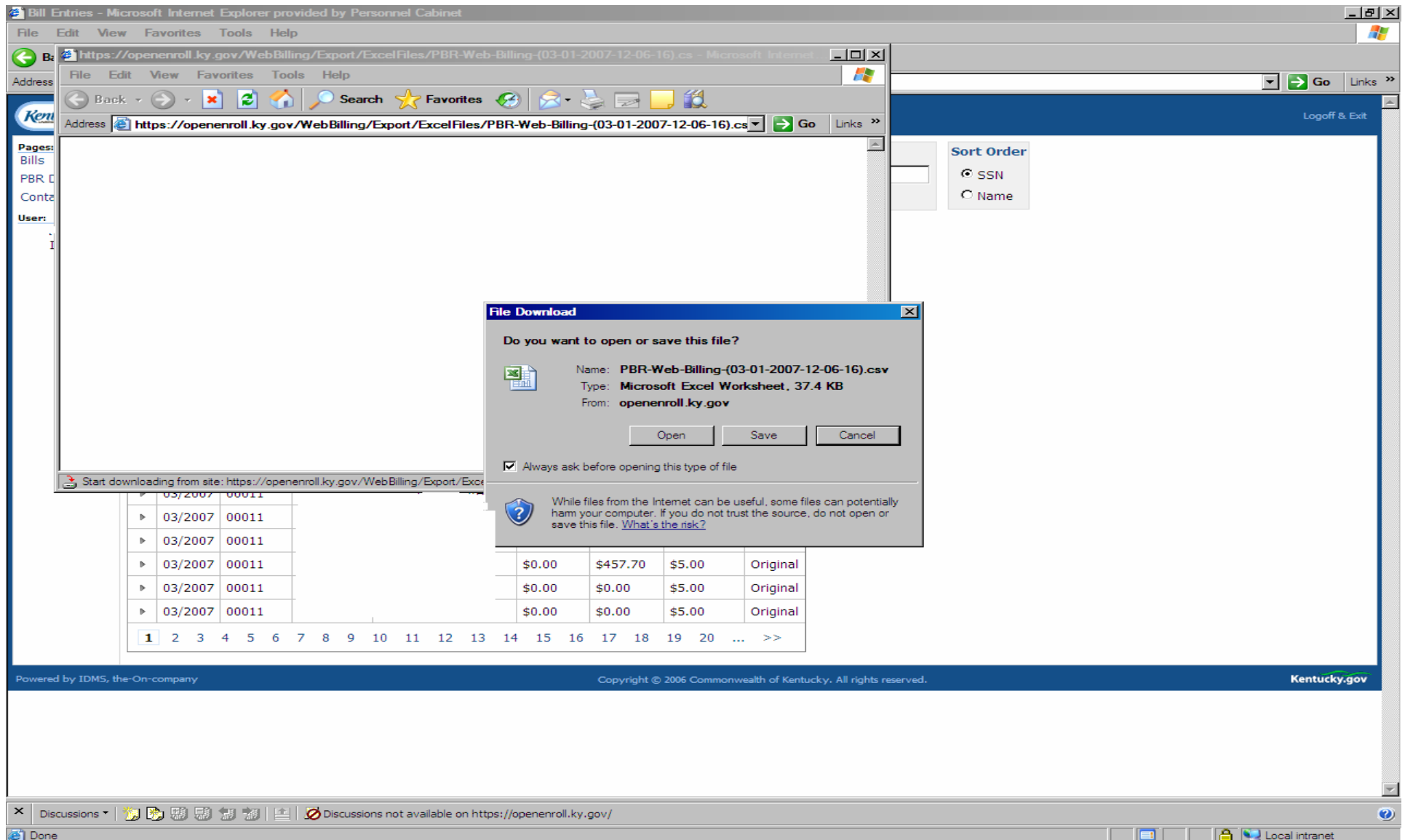
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Discussions not available on <https://openenroll.ky.gov/>

Done | Local intranet

The screen below will be prompted. For those of you who need to hold down the CTRL key, you may release the key at this point.

This screen gives you the options to **Open the file**, **save the file**, or **Cancel** opening the file.



If you select **Open**, the following screen appears:

Expansion of the columns may be necessary to view all the information. This will display your list of employees as well as the bill total.

BILL PD.	COMPANY	SSN	NAME	HEALTH EE	HEALTH ER	ADMIN FEE	STATUS
Jan-07	00011 Anderson Co BOE	11		\$0.00	(\$94.82)	\$0.00	Original
Jan-07		11		\$0.00	\$94.82	\$0.00	Original
Jan-07		11		\$0.00	(\$581.26)	\$0.00	Original
Jan-07		11		(\$50.92)	(\$568.06)	(\$5.00)	Original
Feb-07		11		\$10.30	\$130.96	\$0.00	Original
Feb-07		11		\$0.00	\$0.00	\$5.00	Original
Feb-07		11		\$0.00	\$0.00	\$5.00	Original
Feb-07		11		(\$50.92)	(\$568.06)	(\$5.00)	Original
Mar-07		11		\$378.92	\$695.92	\$5.00	Original
Mar-07		11		\$35.04	\$583.94	\$5.00	Original
Mar-07		11		\$0.00	\$457.70	\$5.00	Original
Mar-07		11		\$0.00	\$0.00	\$5.00	Original
Mar-07		11		\$0.00	\$457.70	\$5.00	Original
Mar-07		11		\$0.00	\$0.00	\$5.00	Original
Mar-07		11		\$0.00	\$0.00	\$5.00	Original
Mar-07		11		\$19.28	\$454.44	\$5.00	Original
Mar-07		11		\$10.30	\$588.66	\$5.00	Original
Mar-07		11		\$274.90	\$620.60	\$5.00	Original
Mar-07		11		\$19.28	\$454.44	\$5.00	Original
Mar-07		11		\$19.28	\$454.44	\$5.00	Original
Mar-07		11		\$19.28	\$454.44	\$5.00	Original
Mar-07		11		\$0.00	\$0.00	\$5.00	Original
Mar-07		11		\$180.48	\$549.26	\$5.00	Original
Mar-07		11		\$35.04	\$583.94	\$5.00	Original
Mar-07		11		\$0.00	\$457.70	\$5.00	Original
Mar-07		11		\$0.00	\$0.00	\$5.00	Original
Mar-07		11		\$180.48	\$549.26	\$5.00	Original
Mar-07		11		\$19.28	\$454.44	\$5.00	Original
Mar-07		11		\$0.00	\$457.70	\$5.00	Original
Mar-07		11		\$454.72	\$743.20	\$5.00	Original
Mar-07		11		\$0.00	\$0.00	\$5.00	Original
Mar-07		11		\$0.00	\$0.00	\$5.00	Original
Mar-07		11		\$0.00	\$0.00	\$5.00	Original
Mar-07		11		\$422.30	\$688.58	\$5.00	Original
Mar-07		11		\$19.28	\$454.44	\$5.00	Original
Mar-07		11		\$19.28	\$454.44	\$5.00	Original
Mar-07		11		\$120.76	\$581.26	\$5.00	Original
Mar-07		11		\$10.30	\$588.66	\$5.00	Original
Mar-07		11		\$0.00	\$457.70	\$5.00	Original
Mar-07		11		\$19.28	\$454.44	\$5.00	Original
Mar-07		11		\$35.04	\$583.94	\$5.00	Original
Mar-07		11		\$502.90	\$735.06	\$5.00	Original
Mar-07		11		\$180.48	\$549.26	\$5.00	Original

The file opens in a CSV file. It is a snapshot of what the bill entries show at the time you export it. You can export a bill at any time.

If you select **Save** instead of **Open**, you will see the screen below:

You can select where you would like to save the file on your computer as an Excel file.

The screenshot shows a Microsoft Internet Explorer window displaying the 'PBR Web Billing' application. The address bar shows the URL: <https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx>. The application header includes the Kentucky logo and the text 'PBR Web Billing Bill Entries'. A sidebar on the left contains links for 'Pages: Bills, PBR Data, Contact Us' and a 'User:' section.

The main content area features a search form with the following fields and values:

- Bill:** 00011 Anderson Co BOE
- Bill Period:** 03/2007
- Company:** 00011 00011 ANDERSON CO BOE
- Entries:** All
- Planholder:** SSN (with a 'Find' button)
- Sort Order:** SSN (selected) or Name

Below the search form are buttons for 'Add', 'Export', and 'Bill View'. A table displays bill entries with the following columns: Bill Pd., Company, SSN, Name, Health EE, Health ER, Admin Fee, and Status. The table contains 13 rows of data, all for company 00011 and status 'Original'.

A 'File Download' dialog box titled 'Save As' is open in the foreground. It shows the 'Save in' location as 'My Network Places'. The left pane lists 'My Recent Documents', 'Desktop', 'My Documents', 'My Computer', and 'My Network Places'. The right pane shows a list of network locations, including 'Entire Network', 'cordierreports on Persnt 13', 'dab on persnt 19', 'home\$ on persnt 15', 'info on Persnt6', 'My Web Sites on MSN', and 'pbr on Persnt 13'. A tooltip for 'My Documents' is visible, stating 'Contains letters, reports, and other documents and files.' The 'File name' field is set to 'PBR-Web-Billing-(03-01-2007-12-11-18).csv' and the 'Save as type' is 'Microsoft Excel Worksheet'.

The bottom of the browser window shows a status bar with 'Done' and a message: 'Discussions not available on https://openenroll.ky.gov/'. The system tray on the right includes a 'Local intranet' icon.

TO ADD AN EMPLOYEE TO THE BILL:

Select **Add** to prompt the screen below. The following information will need to be entered: **SSN**, **Last Name**, **First Name**, and the **Amounts** that are affected, **Source of Funds** and a **Comment** related to why the employee is being added. You will only be able to add amounts that you have authority to add. For example, a Board will only be able to add an employee amount and KDE will only be able to add an Employer and Admin amount. The **Source of Funds** will always be listed as **Not on List** on the **Add** screen. Once you enter the amount you will be paying, you will need to select the **drop down arrow** and select how you will be paying for this individual that you are adding.

Add Bill Entry - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: <https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Edit.aspx> Go Links

Kentucky PBR Web Billing Add Bill Entry Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

Added: 03/2007 Source of Funds: ...Not On List

Bill Pd. 03/2007

Company [dropdown]

SSN [text box]

Last [text box]

First [text box]

Health EE [text box]

Health ER [text box]

Admin Fee [text box]

Comment [text area]

Cancel Save

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Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

Select **Save** to save the information you have entered.

VIEWING A BILL ENTRY:

View a bill entry by selecting the > by the employee you would like to view. Upon selection, the employee will be highlighted in blue and a new tool bar will appear. The new tool bar displays **View**, **Edit**, **Delete**, **Remove**, and **Restore**.

View - Allows you to view what the original entry displays. It will list the employee, the amounts and the source of funds used to pay for the individual.

Edit - Enables you to edit the original entry.

Delete - Will be removed.

Remove - Enables you to remove an employee entry off the bill or remove someone you had added to the bill in error.

Restore - Allows you to restore a changed entry to the original entry.

The screenshot shows a web browser window titled "Bill Entries - Windows Internet Explorer" with the address bar displaying "https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx". The page header includes the "Kentucky" logo and "PBR Web Billing Bill Entries". A sidebar on the left lists "Pages: Bills, PBR Data, Contact Us" and "User:". The main content area features search filters: "Bill" (00011 Anderson Co BOE), "Bill Period" (03/2007), "Company" (00011 > 00011 ANDERSON CO BOE), "Entries" (All), "Planholder" (SSN), and "Sort Order" (SSN). Below these filters is a toolbar with buttons: Add, Export, Bill View, View, Edit, Delete, Remove, and Restore. The main table displays bill entries with columns: Bill Pd., Company, SSN, Name, Health EE, Health ER, Admin Fee, and Status. The second row (02/2007) is highlighted in blue. A pagination bar at the bottom shows page 1 of 20.

Bill Pd.	Company	SSN	Name	Health EE	Health ER	Admin Fee	Status
01/2007	00011			\$0.00	\$94.82	\$0.00	Original
02/2007	00011			\$120.76	\$581.26	\$5.00	Original
02/2007	00011			\$0.00	\$0.00	\$5.00	Original
02/2007	00011			\$0.00	\$0.00	\$5.00	Original
02/2007	00011			\$19.28	\$454.44	\$5.00	Original
03/2007	00011			\$378.92	\$695.92	\$5.00	Original
03/2007	00011			\$35.04	\$583.94	\$5.00	Original
03/2007	00011			\$0.00	\$457.70	\$5.00	Original
03/2007	00011			\$0.00	\$0.00	\$5.00	Original
03/2007	00011			\$0.00	\$457.70	\$5.00	Original
03/2007	00011			\$0.00	\$0.00	\$5.00	Original
03/2007	00011			\$0.00	\$0.00	\$5.00	Original
03/2007	00011			\$19.28	\$454.44	\$5.00	Original
03/2007	00011			\$10.30	\$588.66	\$5.00	Original
03/2007	00011			\$274.90	\$620.60	\$5.00	Original

SELECT VIEW:

This screen shows what the original entry is, if it has been changed, and the Source of Funds that will be paying for the entry.

View Bill Entry - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Address: <https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Edit.aspx> Go Links

Kentucky PBR Web Billing View Bill Entry Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

	Original	Changed	Source of Funds
Bill Pd.	02/2007		
Company	00011		
SSN			
Last			
First			
Health EE	\$10.30	<input type="text"/>	<input type="button" value="Check"/>
Health ER	\$130.96		
Admin Fee	\$0.00		

Comment

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

To exit this screen, select Cancel.

EDITING A BILL ENTRY:

To edit a bill entry, select the > to the left of the employee record and select **Edit**.

Bill Entries - Windows Internet Explorer
https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx

Kentucky PBR Web Billing Bill Entries Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

Bill: 00011 Anderson Co BOE
Bill Period: 03/2007
Company: 00011 > 00011 ANDERSON CO BOE
Entries: All
Planholder: SSN [] Find
Sort Order: SSN, Name

Buttons: Add, Export, Bill View, View, Edit, Delete, Remove, Restore

Bill Pd.	Company	SSN	Name	Health EE	Health ER	Admin Fee	Status
▶ 01/2007	00011			\$0.00	\$94.82	\$0.00	Original
▶ 02/2007	00011			\$120.76	\$581.26	\$5.00	Original
▶ 02/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶ 02/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶ 02/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶ 03/2007	00011			\$378.92	\$695.92	\$5.00	Original
▶ 03/2007	00011			\$35.04	\$583.94	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶ 03/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶ 03/2007	00011			\$10.30	\$588.66	\$5.00	Original
▶ 03/2007	00011			\$274.90	\$620.60	\$5.00	Original

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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Edit the information that needs to be changed. If this person only paid half the premium for the month, you would enter 9.10 in the **changed box** by the **Health EE** field. You can also edit the **Source of Funds** (More on Source of Funds on page 34) for this person at this time. Enter a **comment** explaining why you are changing this entry. An example would be paying half premium. Select **Save** to keep the entry, or **Cancel** to disregard. Selecting **Save** or **Cancel** will return you to the **Bill Entry** screen.

Windows Internet Explorer

https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Edit.aspx

Live Search

Edit Bill Entry

Logoff & Exit

Kentucky PBR Web Billing Edit Bill Entry

Pages:
Bills
PBR Data
Contact Us

User:

	Original	Changed	Source of Funds
Bill Pd.	02/2007		
Company	00011		
SSN			
Last			
First			
Health EE	\$120.76	60.38	Check
Health ER	\$581.26		
Admin Fee	\$5.00		

Comment: only paid 1/2 ee share

Cancel Save

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TO VIEW THE ENTRY JUST MADE:

Select the employee by selecting the > to the left of the employee record and select **View**.

Bill Entries - Windows Internet Explorer

https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx

Live Search

Bill Entries

Logoff & Exit

Kentucky PBR Web Billing Bill Entries

Pages:
Bills
PBR Data
Contact Us

User:

Bill: 00011 Anderson Co BOE

Bill Period: 03/2007

Company: 00011 > 00011 ANDERSON CO BOE

Entries: All

Planholder: SSN Find

Sort Order: ☒ SSN ☐ Name

Add Export Bill View View Edit Delete Remove Restore

	Bill Pd.	Company	SSN	Name	Health EE	Health ER	Admin Fee	Status
▶	01/2007	00011			\$0.00	\$94.82	\$0.00	Original
▶	02/2007	00011			\$60.38	\$581.26	\$5.00	Changed
Select	/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	02/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	02/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶	03/2007	00011			\$378.92	\$695.92	\$5.00	Original
▶	03/2007	00011			\$35.04	\$583.94	\$5.00	Original
▶	03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶	03/2007	00011			\$10.30	\$588.66	\$5.00	Original
▶	03/2007	00011			\$274.90	\$620.60	\$5.00	Original

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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Kentucky.gov

TO REMOVE AN ENTRY FROM THE BILL:

To remove an employee record from a bill, select the > on the employee entry. Once the entry is highlighted blue, select remove.

Bill Entries - Microsoft Internet Explorer provided by Personnel Cabinet

Address: <https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx>

Kentucky PBR Web Billing Bill Entries

Pages: Bills, PBR Data, Contact Us
User:

Bill: 00011 Anderson Co BOE
Bill Period: 03/2007
Company: 00011 > 00011 ANDERSON CO BOE
Entries: All
Planholder: SSN:
Sort Order: ☒ SSN, ☐ Name

Buttons: Add, Export, Bill View, View, Edit, Delete, Remove, Restore

Bill Pd.	Company	SSN	Name	Health EE	Health ER	Admin Fee	Status
03/2007	00011			\$19.28	\$454.44	\$5.00	Original
03/2007	00011			\$10.30	\$588.66	\$5.00	Original
03/2007	00011			\$274.90	\$620.60	\$5.00	Original
03/2007	00011			\$19.28	\$454.44	\$5.00	Original
03/2007	00011			\$19.28	\$454.44	\$5.00	Original
03/2007	00011			\$0.00	\$0.00	\$5.00	Original
03/2007	00011			\$180.18	\$519.26	\$5.00	Original
03/2007	00011			\$35.04	\$583.94	\$5.00	Original
03/2007	00011			\$0.00	\$457.70	\$5.00	Original
03/2007	00011			\$0.00	\$0.00	\$5.00	Original
03/2007	00011			\$180.48	\$549.26	\$5.00	Original
03/2007	00011			\$19.28	\$454.44	\$5.00	Original
03/2007	00011			\$0.00	\$457.70	\$5.00	Original
03/2007	00011			\$454.72	\$743.20	\$5.00	Original
03/2007	00011			\$0.00	\$0.00	\$5.00	Original

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

Select a reason why you will be removing the individual from the bill. You can select from **Termination**, **Transfer** or **Other**. Enter the **employment termination date** and the **insurance termination date** and a **comment**.

If the employee transferred out of your company, select **Transfer**. If the employee terminated employment, select **Terminate**. Select **Other** if there is another reason the person needs to be removed from the bill.

You will need to enter **the employment termination date**, the **insurance termination effective date** and a **comment**.

When you complete the entry, select **Remove** to save the information. You may also select **Cancel** and the original entry will remain. Selecting **Remove** or **Cancel** will take you back to the **Bill Entries**.

The screenshot shows a web browser window titled "Remove Entry - Windows Internet Explorer". The address bar shows the URL "https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Remove.aspx". The page has a blue header with the "Kentucky" logo and the text "PBR Web Billing Remove Entry". On the left, there is a sidebar with links: "Pages:", "Bills", "PBR Data", "Contact Us", and "User:". The main content area contains the following form fields:

Bill	00011 Anderson Co BOE - 03/2007		
Entry Bill Pd.	02/2007		
SSN			
Name			
Health EE	\$19.28		
Health ER	\$454.44		
Admin Fee	\$5.00		
Reason	<input type="text" value="Termination"/>		
Date	<input type="text" value="12/31/06"/>	employment termination date	
Date	<input type="text" value="01/31/06"/>	insurance termination effective date	
Comment	<input type="text" value="termed employment"/>		
<input type="button" value="Remove"/> <input type="button" value="Cancel"/>			

At the bottom of the page, there is a footer with the text "Powered by IDMS, the On-company", "Copyright © 2006 Commonwealth of Kentucky. All rights reserved.", and the "Kentucky.gov" logo.

Select remove.

TO RESTORE A CHANGED OR REMOVED ENTRY:

An entry that has been **Changed** or **Removed** can be restored to the original entry. To do this, select > by the employee that you would like to restore and select **Restore**.

Bill Entries - Windows Internet Explorer
https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx

Bill Entries

Kentucky PBR Web Billing Bill Entries

Pages: Bills, PBR Data, Contact Us

User:

Bill: 00011 Anderson Co BOE
Bill Period: 03/2007
Company: 00011 > 00011 ANDERSON CO BOE
Entries: All
Planholder: SSN [] Find
Sort Order: SSN, Name

Buttons: Add, Export, Bill View, View, Edit, Delete, Remove, Restore

Bill Pd.	Company	SSN	Name	Health EE	Health ER	Admin Fee	Status
01/2007	00011			\$0.00	\$94.82	\$0.00	Original
02/2007	00011			\$120.76	\$581.26	\$5.00	Original
02/2007	00011			\$0.00	\$0.00	\$5.00	Original
02/2007	00011			\$0.00	\$0.00	\$5.00	Original
02/2007	00011			\$19.28	\$454.44	\$5.00	Removed
03/2007	00011			\$378.92	\$695.92	\$5.00	Original
03/2007	00011			\$35.04	\$583.94	\$5.00	Original
03/2007	00011			\$0.00	\$457.70	\$5.00	Original
03/2007	00011			\$0.00	\$0.00	\$5.00	Original
03/2007	00011			\$0.00	\$457.70	\$5.00	Original
03/2007	00011			\$0.00	\$0.00	\$5.00	Original
03/2007	00011			\$0.00	\$0.00	\$5.00	Original
03/2007	00011			\$19.28	\$454.44	\$5.00	Original
03/2007	00011			\$10.30	\$588.66	\$5.00	Original
03/2007	00011			\$274.90	\$620.60	\$5.00	Original

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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The entry will return to the original status.

After all the mark ups have been completed, please select the **Entries** drop down at the top of the screen. If you select **Marked Up**, this will show you everyone that you have removed or added on your bill. This can be used to make sure the individuals will get termed either by the online enrollment system or by an update form being submitted to the Department of Employee Insurance. This sheet will need to be taken to the Insurance Coordinator to get corrected.

Bill Entries - Windows Internet Explorer

https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx

Live Search

Bill Entries

Logoff & Exit

Kentucky PBR Web Billing Bill Entries

Pages:
Bills
PBR Data
Contact Us

User:

Bill: 00011 Anderson Co BOE

Bill Period: 03/2007

Company: 00011 > 00011 ANDERSON CO BOE

Entries: All
Marked Up
Unchanged
All

Planholder: SSN [] Find

Sort Order: SSN
Name

Add Export Bill View

	Bill Pd.	Company	SSN	Name	Health EE	Health ER	Admin Fee	Status
▶	01/2007	00011			\$0.00	\$94.82	\$0.00	Original
▶	02/2007	00011			\$120.76	\$581.26	\$5.00	Original
▶	02/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	02/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	02/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶	03/2007	00011			\$378.92	\$695.92	\$5.00	Original
▶	03/2007	00011			\$35.04	\$583.94	\$5.00	Original
▶	03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶	03/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶	03/2007	00011			\$10.30	\$588.66	\$5.00	Original
▶	03/2007	00011			\$274.90	\$620.60	\$5.00	Original

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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After you have completed your bill edits, you may **Export** the entries again to print out a copy of the edited bill. This will allow you to view the entry changes and the new total that you will be submitting to the Financial Management Branch.

https://openenroll.ky.gov/WebBilling/Export/ExcelFiles/PBR-Web-Billing-(03-01-2007-12-40-58).cs - Microsoft Internet Explorer p

File Edit View Insert Format Tools Data Go To Favorites Help

Back Forward Stop Reload Home Search Favorites

Address https://openenroll.ky.gov/WebBilling/Export/ExcelFiles/PBR-Web-Billing-(03-01-2007-12-40-58).csv Go Links >>

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Bill:															
2	Bill Period:	Mar-07														
3	Company:															
4																
	BILL PD.	COMPAN	SSN	NAME	HEALTH EE	HEALTH ER	ADMIN FEE	STATUS								
6	Feb-07				\$120.76	\$581.26	\$0.00	Changed								
7	Feb-07				\$378.92	\$0.00	\$0.00	Changed								
8	Feb-07				\$19.28	\$454.44	\$5.00	Removed								
9	Mar-07				\$0.00	\$457.70	\$5.00	Original								
10	Mar-07				\$120.76	\$581.26	\$5.00	Original								
11	Mar-07				\$0.00	\$457.70	\$5.00	Original								
12	Mar-07				\$0.00	\$457.70	\$5.00	Original								
13	Mar-07				\$0.00	\$457.70	\$5.00	Original								
14	Mar-07				\$0.00	\$0.00	\$5.00	Original								
15	Mar-07				\$120.76	\$581.26	\$5.00	Original								
16	Mar-07				\$454.72	\$743.20	\$5.00	Original								
17	Mar-07				\$19.28	\$454.44	\$5.00	Original								
18	Mar-07				\$0.00	\$0.00	\$5.00	Original								
19	Mar-07				\$120.76	\$581.26	\$5.00	Original								
20	Mar-07				\$50.92	\$568.06	\$5.00	Original								
21	Mar-07				\$50.92	\$568.06	\$5.00	Original								
22	Mar-07				\$10.30	\$588.66	\$5.00	Original								
23	Mar-07				\$19.28	\$454.44	\$5.00	Original								
24	Mar-07				\$19.28	\$454.44	\$5.00	Original								
25	Mar-07				\$0.00	\$457.70	\$5.00	Original								
26	Mar-07				\$120.76	\$581.26	\$5.00	Original								
27	Mar-07				\$0.00	\$457.70	\$5.00	Original								
28	Mar-07				\$0.00	\$457.70	\$5.00	Original								
29	Mar-07				\$0.00	\$0.00	\$5.00	Original								
30	Mar-07				\$15.88	\$441.82	\$5.00	Original								
31	Mar-07				\$0.00	\$0.00	\$5.00	Original								
32	Mar-07				\$0.00	\$457.70	\$5.00	Original								
33	Mar-07				\$35.04	\$583.94	\$5.00	Original								
34	Mar-07				\$0.00	\$0.00	\$5.00	Original								
35	Mar-07				\$19.28	\$454.44	\$5.00	Original								
36	Mar-07				\$10.30	\$588.66	\$5.00	Original								
37	Mar-07				\$120.76	\$581.26	\$5.00	Original								
38	Mar-07				\$0.00	\$457.70	\$5.00	Original								
39	Mar-07				\$19.28	\$454.44	\$5.00	Original								
40	Mar-07				\$120.76	\$581.26	\$5.00	Original								
41	Mar-07				\$152.54	\$549.48	\$5.00	Original								
42	Mar-07				\$10.30	\$588.66	\$5.00	Original								
43	Mar-07				\$0.00	\$0.00	\$5.00	Original								
44	Mar-07				\$15.88	\$441.82	\$5.00	Original								
45	Mar-07				\$19.28	\$454.44	\$5.00	Original								
46	Mar-07				\$0.00	\$0.00	\$5.00	Original								

PBR-Web-Billing-(03-01-2007-12-40-58)

Unknown Zone

SOURCE OF FUNDS (SOF'S):

Source of Funds refers to the origin of payment for the bill. A majority of groups are defaulted to **Check** at this time. For the Companies that send Wires or ACH transaction(s) are set up as an ACH transaction.

To **View** or to **Add** a new **Source of Funds**, select > by the bill you would like to change and select **SOF's**.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address: <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

Bill Period: 03/2007 **Company:** 00011 > 00011 ANDERSON CO BOE **Active?** ☒ Active ☐ Finished

Add Export View Edit Delete Entries SOFs Accept Reject Close Amts x2 Don't Pay Finalize UnFinalize

Name	Bill Period	Status
▶ 00011 Anderson Co BOE	03/2007	Open

Select

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

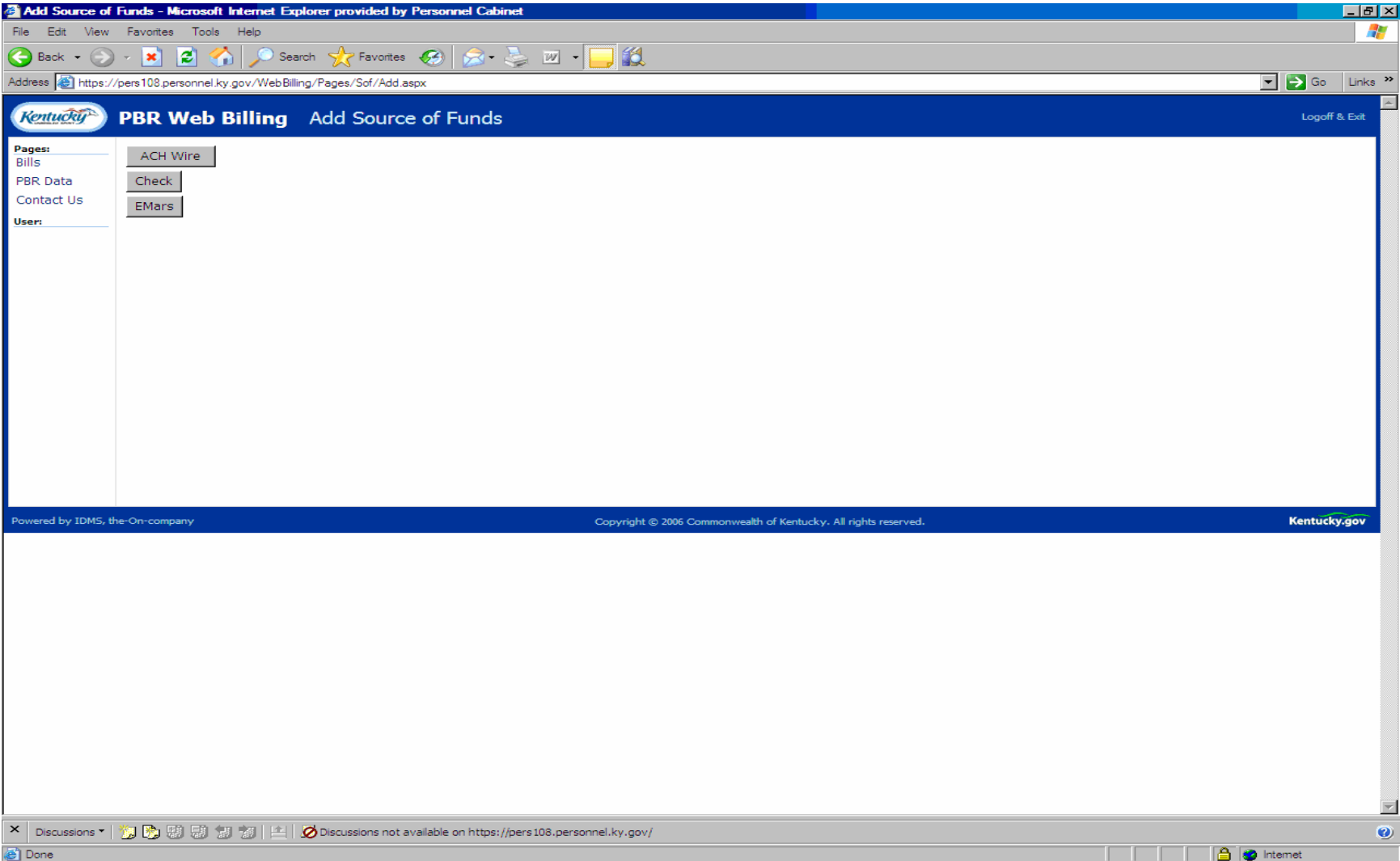
This screen displays the **Source of Funds** that are available. You can add **Source of Funds** and **Export** this as well. To add a **Source of Funds**, select the **Add** button.

The screenshot shows a web browser window titled "Sources of Funds - Microsoft Internet Explorer provided by Personnel Cabinet". The address bar shows the URL "https://openenroll.ky.gov/WebBilling/Pages/Sof/Search.aspx". The page has a blue header with the Kentucky logo and the text "PBR Web Billing Sources of Funds". On the left, there is a sidebar with links: "Pages:", "Bills", "PBR Data", "Contact Us", and "User:". The main content area displays a "Bill" for "00011 Anderson Co BOE - 03/2007". Below the bill information, there are three buttons: "Add", "Export", and "Mass SOF Change". A table is shown with the following data:

	Name	Type	Status	Health EE	Health ER	Admin Fee	Total
▶	Check	Check	Open	\$36,391.86	\$0.00	\$0.00	\$36,391.86

The footer of the page includes "Powered by IDMS, the On-company", "Copyright © 2006 Commonwealth of Kentucky. All rights reserved.", and the "Kentucky.gov" logo. The browser's status bar at the bottom shows "Done" and a message: "Discussions not available on https://openenroll.ky.gov/".

There are three **Source of Funds options: ACH Wire, Check, or Emars.** **Emars** will be used by state agencies that have access to the State Emars system.



ADD ACH WIRE AS SOURCE OF FUNDS:

Select the **ACH Wire** button.

Enter the information on the screen and select **Save**. The **Account Holder Name** is the legal name of the company. The **ABA Number** is the bank routing number. We will not be storing the account numbers on our system. After you **Finalize** you will enter the **account number** and the **date** you would like it processed.

The screenshot shows a web browser window titled "Add Source of Funds ACH Wire - Microsoft Internet Explorer provided by Personnel Cabinet". The address bar shows the URL: <https://openenroll.ky.gov/WebBilling/Pages/Sof/EditAch.aspx>. The page header includes the Kentucky logo and the text "PBR Web Billing Add Source of Funds ACH Wire". A "Logoff & Exit" link is in the top right corner.

On the left side, there is a navigation menu with the following links: "Pages:", "Bills", "PBR Data", "Contact Us", and "User:". The "Bills" link is highlighted.

The main content area is divided into sections:

- Bill**
 - Name: 00011 Anderson Co BOE
 - Bill Period: 03/2007
- Source of Funds**
 - Name: [Text Input Field]
 - Status: Open
 - Request: [Text Input Field]
- ACH Wire**
 - Account Holder Name: [Text Input Field]
 - ABA Number: [Text Input Field]
 - Account Type:
 - ☐ Checking
 - ☒ Savings
- Save**
 - Cancel [Button]
 - Save [Button]

At the bottom of the page, there is a footer with the text "Powered by IDMS, the On-company", "Copyright © 2006 Commonwealth of Kentucky. All rights reserved.", and the "Kentucky.gov" logo.

The browser's status bar at the bottom shows "Done" and a message: "Discussions not available on https://openenroll.ky.gov/".

ADD CHECK AS SOURCE OF FUNDS:

Source of Funds:

Name – Should be person or agency the check needs to be applied to.

Request – This indicates the reason you are requesting to use this check.

Within the **Check** section, enter the information about the check.

The screenshot shows a web browser window titled "Add Source of Funds Check - Microsoft Internet Explorer provided by Personnel Cabinet". The address bar shows the URL: <https://pers108.personnel.ky.gov/WebBilling/Pages/Sof/EditCheck.aspx>. The page has a blue header with the Kentucky logo and the text "PBR Web Billing Add Source of Funds Check". On the left, there is a sidebar with links: "Pages: Bills, PBR Data, Contact Us" and "Users:". The main content area is divided into three sections: "Source of Funds", "Check", and "Save". The "Source of Funds" section contains fields for "Name", "Bill" (00001 Adair Co BOE), "Bill Period" (12/2006), "Status" (Requested), and "Request". The "Check" section contains fields for "Amount", "Number", "Payor", and "Pay To". The "Save" section contains "Cancel" and "Save" buttons. The footer of the page includes "Powered by IDMS, the On-company", "Copyright © 2006 Commonwealth of Kentucky. All rights reserved.", and the "Kentucky.gov" logo.

Select **Save** to keep the information you entered or **Cancel** to disregard. Selecting either of these options will return you to the **Source of Funds** screen.

After requesting a **Source of Funds** as a **Check** or **Emars**, the request is sent to the Financial Management Branch (FMB) for approval. FMB will be checking for requested checks during the day and approving or rejecting them. Once the source of funds has been approved by FMB, it will be ready for your use. You will be able to tell when the request has been accepted by the Financial Management Branch because the status will change from **Requested** to **Open** if accepted, or rejected, if the check was rejected.

Sources of Funds - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://openenroll.ky.gov/WebBilling/Pages/Sof/Search.aspx> Go Links

Kentucky PBR Web Billing Sources of Funds Logoff & Exit

Pages:
Bills
PBR Data
Contact Us
User:

Bill
00011 Anderson Co BOE - 03/2007

Add Export Mass SOF Change

Name	Type	Status	Health EE	Health ER	Admin Fee	Total
Check	Check	Open	\$36,391.86	\$0.00	\$0.00	\$36,391.86

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

To use the approved requested check for an employee, select > to the left the employee line on the bill entries, and select **Edit**.

Bill Entries - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Address <https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx> Go Links

Kentucky PBR Web Billing Bill Entries Logoff & Exit

Pages:
Bills
PBR Data
Contact Us
User:

Bill: 00011 Anderson Co BOE Bill Period: 03/2007 Company: 00011 > 00011 ANDERSON CO BOE Entries: All Planholder: SSN Find Sort Order: ☒ SSN ☐ Name

Add Export Bill View View Edit Delete Remove Restore

Bill Pd.	Company	SSN	Name	Health EE	Health ER	Admin Fee	Status
▶ 03/2007	00011			\$19.28	\$454.44	\$5.00	Original
Select 03/2007	00011			\$10.30	\$588.66	\$5.00	Original
▶ 03/2007	00011			\$274.90	\$620.60	\$5.00	Original
▶ 03/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶ 03/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶ 03/2007	00011			\$180.18	\$519.26	\$5.00	Original
▶ 03/2007	00011			\$35.04	\$583.94	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$0.00	\$5.00	Original
▶ 03/2007	00011			\$180.48	\$549.26	\$5.00	Original
▶ 03/2007	00011			\$19.28	\$454.44	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$457.70	\$5.00	Original
▶ 03/2007	00011			\$454.72	\$743.20	\$5.00	Original
▶ 03/2007	00011			\$0.00	\$0.00	\$5.00	Original

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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Discussions Discussions not available on <https://openenroll.ky.gov/> Done Local intranet

Selecting **Edit** will return you to the **Edit Bill Entry** screen. Select the drop down menu in the **Source of Funds** column and select the **funds** you would like to use for this employee and enter a **Comment**. If you named the check, and the person it should apply to, the name will appear in the drop down box.

Edit Bill Entry - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Address <https://pers108.personnel.ky.gov/WebBilling/Pages/BillEntry/Edit.aspx> Go Links

Kentucky **PBR Web Billing** **Edit Bill Entry** Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

	Original	Changed	Source of Funds
Bill Pd.	09/2006		
Company	00001		
SSN			
Last			
First			
Health EE	\$9.72	9.72	IET
Health ER	\$0.00		ACH
Admin Fee	\$0.00		Check
			IET

Comment: Test

Cancel Save

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Select **Save** to save the information or **Cancel** to disregard the information and the program will return you to the **Bill Entry** screen.

MASS SOURCE OF FUNDS CHANGE:

If you decide that your agency would like to switch to a different default **Source of Funds** for the month, you can adjust all the entries to reflect the change.

To make a change, select the Bill, then select, **SOF's**.

Pages:
Bills
PBR Data
Contact Us

User:

Bill Period
03/2007

Company
00011 > 00011 ANDERSON CO BOE

Active?
☒ Active ☐ Finished

Add Export View Edit Delete Entries SOFs Accept Reject Close Amts x2 Don't Pay Finalize UnFinalize

Name	Bill Period	Status
00011 Anderson Co BOE	03/2007	Open

Select

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Discussions Discussions not available on https://openenroll.ky.gov/ Done Local intranet

On the SOF's screen, select Mass SOF Change.

Sources of Funds - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: <https://openenroll.ky.gov/WebBilling/Pages/Sof/Search.aspx> Go Links

Kentucky PBR Web Billing Sources of Funds Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

Bill
00011 Anderson Co BOE - 03/2007

Add Export **Mass SOF Change**

	Name	Type	Status	Health EE	Health ER	Admin Fee	Total
▶	Check	Check	Open	\$36,391.86	\$0.00	\$0.00	\$36,391.86

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

You will need to select the **amount column** you would like to change, the **current entries** you would like to change, and the **SOF** you would like to change them too.

Mass SOF Change - Windows Internet Explorer

https://openenroll.ky.gov/WebBilling/Pages/Bill/MassSofChange.aspx

Mass SOF Change

Logoff & Exit

Kentucky PBR Web Billing Mass SOF Change

Pages:
Bills
PBR Data
Contact Us

User:

Bill 00011 Anderson Co BOE
Bill Period 03/2007
Company All companies will be affected.

Which amount column do you want to change? Health EE

Which current entries do you want changed? All, No Matter What

Which SOF do you want them changed to? All, No Matter What
Those *With* Any SOF
Those With*out* An SOF
ACH
Check
EMARS Contract
EMARS IET
EMARS ITA

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This screen displays the Which SOF do you want them changed to?

Mass SOF Change - Windows Internet Explorer

https://openenroll.ky.gov/WebBilling/Pages/Bill/MassSofChange.aspx

Live Search

Mass SOF Change

Logoff & Exit

Kentucky PBR Web Billing Mass SOF Change

Pages:
Bills
PBR Data
Contact Us

User:
BECKY
JENKINS

Bill: 00011 Anderson Co BOE
Bill Period: 03/2007
Company: All companies will be affected.

Which amount column do you want to change? Health EE

Which current entries do you want changed? Check

Which SOF do you want them changed to?

... Not On List

Not On List

ACH
Check
EMARS Contract
EMARS IET
EMARS ITA

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Mass SOF Change - Windows Internet Explorer

https://openenroll.ky.gov/WebBilling/Pages/Bill/MassSofChange.aspx

Live Search

Mass SOF Change

Logoff & Exit

Kentucky PBR Web Billing Mass SOF Change

Pages:
Bills
PBR Data
Contact Us

User:

Bill 00011 Anderson Co BOE
Bill Period 03/2007
Company All companies will be affected.

Which amount column do you want to change? Health EE
Which current entries do you want changed? Check
Which SOF do you want them changed to? ACH

Change Done

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Select Change.

Mass SOF Change - Windows Internet Explorer

https://openenroll.ky.gov/WebBilling/Pages/Bill/MassSofChange.aspx

Mass SOF Change

Logoff & Exit

Kentucky PBR Web Billing Mass SOF Change

Pages:
Bills
PBR Data
Contact Us

User:

The change has been made.

Bill 00011 Anderson Co BOE
Bill Period 03/2007
Company All companies will be affected.

Which amount column do you want to change? Health EE
Which current entries do you want changed? Check
Which SOF do you want them changed to? ACH

Change Done

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An agency that needs to adjust the amount columns for more than one item will need to select each amount and change them. After changing all the amounts that you need to change, select **done**. This will return you to the **SOF** screen.

It may take a few minutes for the amounts to change from the defaulted SOF to the changed SOF. There is a background process that will re-calculate those totals and make the adjustment to the new SOF.

Once you have completed the mark ups and the SOF's, and you confirm your totals, you are ready to close the bill.

CLOSING A BILL:

To close a bill, return to the **Bill** screen and select the bill you would like to close and select **Close**.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address: <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:
Bills
PBR Data
Contact Us
User:

Bill Period: 03/2007 **Company:** 00011 ANDERSON CO BOE **Active?** ☒ Active ☐ Finished

Add Export View Edit Delete Entries SOFs Accept Reject Close Amts x2 Don't Pay Finalize UnFinalize

Name	Bill Period	Status
▶ 00011 Anderson Co BOE	03/2007	Open

Select

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Discussions Discussions not available on <https://openenroll.ky.gov/> Done Local intranet

After selecting **Close**, the status will change to **Closed by You**.

Bills - Windows Internet Explorer
https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:
BECKY JENKINS

Bill Period: 03/2007
Company: 00011 ANDERSON CO BOE
Active? ☒ Active ☐ Finished

Buttons: Add, Export, View, Edit, Delete, Entries, SOFs, Accept, Reject, Close, Amt's x2, Don't Pay, Finalize, UnFinalize

You have already closed this bill.

Name	Bill Period	Status
00011 Anderson Co BOE	03/2007	Closed By You

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To view who still needs to close the bill, select the **Bill** and hit **View**. See Page 13 to view this screen. The FO can reopen the bill if changes need to be made after the bills closed. All users that are still listed in the **Users – Open** box will be required to close the bill before the FO can complete the process.

Edit Bill - Windows Internet Explorer

https://openenroll.ky.gov/WebBilling/Pages/Bill/Edit.aspx

Live Search

Edit Bill

Logoff & Exit

Kentucky PBR Web Billing Edit Bill

Pages:
Bills
PBR Data
Contact Us

User:

Bill

Bill Template 00011 Anderson Co BOE
Bill Period 03/2007
Status Closed By You

Amounts

Company >

Health EE \$36,749.66
Health ER \$0.00
Admin Fee \$0.00
Total \$36,749.66

Users - Open

Users - Closed

JENKINS
SUTHERLAND

Users - Responsible

JENKINS

Save

After all users have closed the bill, the bill status will display **ALL CLOSED**. The Financial Officer will need to finalize the bill now.

The FO needs to select > to the left of the bill they wish to finalize and select **Finalize**.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:

Bill Period: 03/2007 Company: 96616 > 96616 HARRODSBURG/MERCER Active? ☒ Active ☐ Finished

Add Export View Edit Delete Entries SOFs Accept Reject Close Amts x2 Don't Pay Finalize UnFinalize

Name	Bill Period	Status
▶ 96616 HARRODSBURG, MERCER CO PLANNING COMM	03/2007	All Closed

Bills
PBR Data
Contact Us

User:

Mode:
Production

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

This is the **Finalize** screen. It displays the bill and the month you will be paying for. It will indicate if there is an error and the FO will not have the option to finalize if there is an error.

If you receive an error, select **Cancel** and correct the error. Once the errors have been corrected, the FO can return to the **Finalize** screen. If all the data on the screen is correct, select **Finalize**.

Finalize Bill - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address: <https://openenroll.ky.gov/WebBilling/Pages/Bill/Finalize.aspx> Go Links

Kentucky PBR Web Billing Finalize Bill Logoff & Exit

Pages:

Bills
PBR Data
Contact Us
User:

Mode:
Production

Bill
Bill 96616 HARRODSBURG, MERCER CO PLANNING COMM
Bill Pd. 03/2007

1 Source of Funds
DEI expects to receive the following sources of funds, and *only* these.
Please go back and change your bill if...

- You are handling any checks, EMars, or ACH debits other than those listed.
- You see something listed below that do not expect to send.
- The amount of any source of funds listed below is not exactly correct.

1 ACH Debit

Name	Amount	ABA Number	Accountholder
Harrodsburg Mercer Co Planning	\$923.40		

Finalize Cancel

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

After the FO finalizes the bill, the status will change to **Finalize**.

Agencies submitting checks or initiating an ACH transfer on your end, your transactions are complete. Upon FMB's receipt of your checks, your payment will be posted.

Agencies that are doing an ACH transaction have an additional step to finalize payment.

Select your **Bill**, and then select **SOF's**.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Address <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links >>

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:

Bill Period: 03/2007 Company: 96616 96616 HARRODSBURG/MERCER Active? ☒ Active ☐ Finished

Add Export View Edit Delete Entries **SOFs** Accept Reject Close Amts x2 Don't Pay Finalize UnFinalize

Name	Bill Period	Status
▶ 96616 HARRODSBURG, MERCER CO PLANNING COMM	03/2007	Finalized

Bills
PBR Data
Contact Us
User:
Mode:
Production

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Discussions Discussions not available on <https://openenroll.ky.gov/> Done Local intranet

When the **SOF's** screen is prompted, select your **ACH debit type**, **Process Epay.**

Sources of Funds - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Address: <https://openenroll.ky.gov/WebBilling/Pages/Sof/Search.aspx> Go Links >>

Kentucky PBR Web Billing Sources of Funds Logoff & Exit

Pages:

Bill

96616 HARRODSBURG, MERCER CO PLANNING COMM - 03/2007

Add Export Mass SOF Change View Edit Delete Process EPay

Name	Type	Status	Health ER	Admin Fee	Total
▶ Harrodsburg Mercer Co Planning	ACH Debit	Finalized	\$915.40	\$8.00	\$923.40
▶ Check	Check	Finalized			\$0.00

Bills
PBR Data
Contact Us

User:

Mode:
Production

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

The **Source of Funds** screen is where you will enter the date you would like the funds to be withdrawn from your account and the account number from which to pull the funds. The account numbers will not be stored. Our system will store the **ABA Number**, the **Account Name** and if it is a checking or savings account.

Once you have entered the information, select **Epay Process**.

Your billing process is completed.

The screenshot shows a web browser window titled "Source of Funds - Microsoft Internet Explorer provided by Personnel Cabinet". The address bar shows the URL: <https://openenroll.ky.gov/WebBilling/Pages/Sof/EpayProcess.aspx>. The page has a blue header with the Kentucky logo and the text "PBR Web Billing Source of Funds". On the right side of the header is a "Logoff & Exit" link. The main content area is divided into two columns. The left column contains a "Pages:" section with links for "Bills", "PBR Data", and "Contact Us". Below these are "User:" (Lori Elder) and "Mode:" (Production). The right column contains the "Bill" information: "96616 HARRODSBURG, MERCER CO PLANNING COMM" and "Bill Period 03/2007". Below this is the "Source of Funds" section with fields for "Name", "Type", and "Amount \$923.40". The "ACH Debit" section includes fields for "Account Holder Name", "ABA Number", "Account Type", "Wait To Process Until" (with a text box and the instruction "Leave blank to process as soon as possible."), and "Account Number" (with a text box and the instruction "This value is not stored by PBR Web Billing."). At the bottom of the form are two buttons: "Epay Process" and "Cancel". The footer of the page includes "Powered by IDMS, the On-company", "Copyright © 2006 Commonwealth of Kentucky. All rights reserved.", and the "Kentucky.gov" logo. The browser's status bar at the bottom shows "Discussions not available on https://openenroll.ky.gov/" and "Local intranet".

FSA BILLING

The FSA billing will be occurring twice a month on the Web Billing. The first billing will be on the 2nd of each month and will cover amounts due from the 1st to the 15th. This billing will need to be closed and finalized by the 15th. The second billing will be on the 17th of each month and will cover amounts due from the 16th to the end of the month. This billing will need to be closed and finalized by the last day of the month.

Please remember that FSA amounts are withdrawn and due for the current month. They **must** be paid on 12 or 24 annual payments.

The FSA billing is like the Health billing. The instructions for FSA billing are the same as for the health with the exception of 2 button options that apply for FSA. Since FSA billings are twice a month and some companies pay the FSA only once a month, the 2 buttons will accommodate this.

The 2 button options are an Amt x 2 button and a Don't pay button. These 2 buttons can only be used by the Financial Officer.

Example 1:

Company 00001 pays the FSA bill once a month on the 27th. This company will need to use the bill dated the 17th to pay for the month. For the 2nd billing, this Financial officer would need to log in and select the don't pay button for this bill. This will cause the bill to be a zero balance and on the 17th bill, will bill for the 2nd amounts as well as the 17th amounts. The FO would need to have done this by the 15th on the month.

Example 2:

Company 2 pays the FSA bill once a month on the 7th. This company will need to use the bill dated the 2nd to pay for the month. For the 2nd billing, this financial officer would need to log in and select Amt x 2 pay button for this bill. This will cause the bill to be doubled and on the 17th bill, it will only show the discrepancies for the year. The FO would need to have done this and the bill closed and finalized by the 15th on the month.

SELECT FSA BILLING:

To select the FSA bill, click the drop down arrow in the **Bill Period** box. Scroll down to the 2007 semi monthly or select the bill period bill you would like to work with.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address: <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

Bill Period
03/15/07
2007 Monthly
01/2007
02/2007
03/2007
04/2007
05/2007
06/2007
07/2007
08/2007
09/2007
10/2007
11/2007
12/2007
2007 Semi-Monthly
01/15/07
01/30/07
02/15/07
02/30/07
03/15/07
03/30/07
04/15/07
04/30/07
05/15/07
05/30/07
06/15/07
06/30/07
07/15/07
07/30/07
08/15/07
08/30/07

Company
00491 00491 PIKE CO BOE

Active?
☒ Active ☐ Finished

Edit Delete Entries SOFs Accept Reject Close Amts x2 Don't Pay Finalize UnFinalize

Bill Period	Status
FSA 03/15/07	Open

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

Select the FSA bill you need to work.

Bills - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://openenroll.ky.gov/WebBilling/Pages/Bill/Search.aspx> Go Links

Kentucky PBR Web Billing Bills Logoff & Exit

Pages:
Bills
PBR Data
Contact Us

User:

Bill Period: 03/15/07 Company: 00491 00491 PIKE CO BOE Active? ☒ Active ☐ Finished

Add Export View Edit Delete Entries SOFs Accept Reject Close Amt's x2 Don't Pay Finalize UnFinalize

Name	Bill Period	Status
▶ 00491 Pike Co BOE FSA	03/15/07	Open

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

SELECT AMOUNT X 2:

You may want to view your totals and the entries before you select **Amt x 2** or **Don't pay**. This way you can make sure your totals are adjusting correctly and your entries also get adjusted.

View Bill - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Mail Print W Go Links >>

Address: <https://openenroll.ky.gov/WebBilling/Pages/Bill/Edit.aspx>

Kentucky PBR Web Billing View Bill Logoff & Exit

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PBR Data
Contact Us
User:

Bill

Bill Template 00491 Pike Co BOE FSA
Bill Period 03/15/07
Status Open

Amounts

Company
Health FSA \$593.30
HRA \$0.00
Dep. FSA \$0.00
Total \$593.30

Users - Open

Users - Closed

Users - Responsible

Save

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

Bill Entries - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

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Address <https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx> Go Links >>

Kentucky PBR Web Billing Bill Entries Logoff & Exit

Pages:
 Bills
 PBR Data
 Contact Us
 User:

Bill: 00491 Pike Co BOE FSA Bill Period: 03/15/07 Company: 00491 > 00491 PIKE CO BOE Entries: All Planholder: SSN Find Sort Order: ☒ SSN ☐ Name

Add Export Bill View

Bill Pd.	Company	SSN	Name	Health FSA	HRA	Dep. FSA	Status
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$10.00	\$0.00	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$8.33	\$0.00	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original
▶ 02/30/07	00491			\$0.00	\$87.50	\$0.00	Original

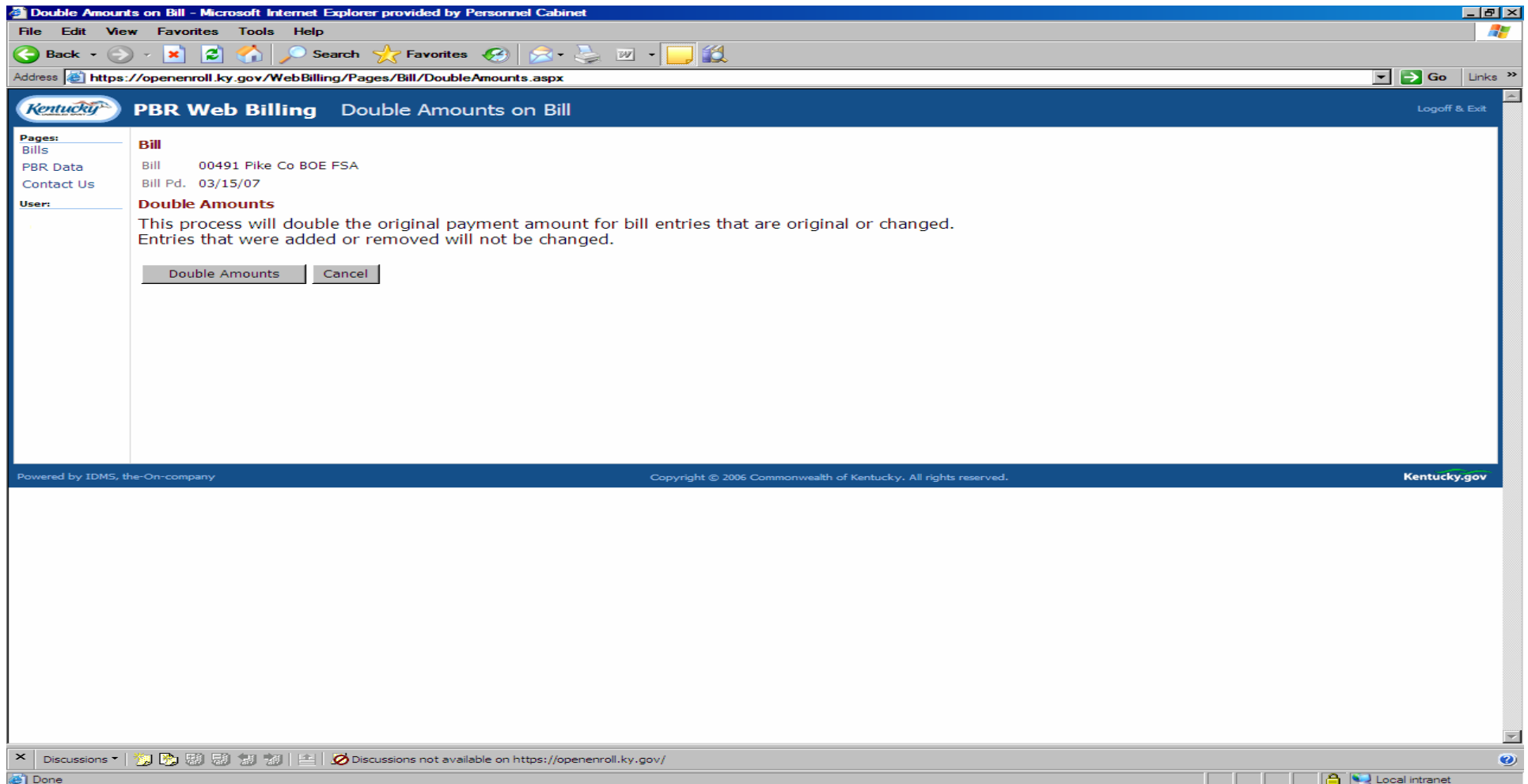
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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Discussions Discussions not available on <https://openenroll.ky.gov/> Local intranet

Once you have viewed and/or printed out the original entries, you can now select the **Amt x 2** button.

This screen indicates what items will change by selecting the **Amt x 2** button. It will change all original amounts and changed amounts. If you have added or removed someone from the bill, those will not be affected. If those individuals do need to be changed, you will need to edit there entries manually.



Select **Double Amounts** if you wish to continue or **Cancel** if you choose not to double the amounts.

This screen displays the doubled amounts.

View Bill - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites

Address <https://openenroll.ky.gov/WebBilling/Pages/Bill/Edit.aspx> Go Links >>

Kentucky PBR Web Billing View Bill Logoff & Exit

Pages:
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User:

Bill

Bill Template 00491 Pike Co BOE FSA
Bill Period 03/15/07
Status Open

Amounts

Company 00491 00491 PIKE CO BOE
Health FSA \$1,186.60
HRA \$0.00
Dep. FSA \$0.00
Total \$1,186.60

Users - Open

BURKE Close For User

Users - Closed

Open For User

Users - Responsible

BURKE

Save

Bill Entries Cancel Save

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Discussions Discussions not available on <https://openenroll.ky.gov/>

Done Local intranet

This screen displays the status of the items have all been updated to say **Changed**.

Bill Entries - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Address: <https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx> Go Links

Kentucky PBR Web Billing Bill Entries Logoff & Exit

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User:

Bill: 00491 Pike Co BOE FSA Bill Period: 03/15/07 Company: 00491 00491 PIKE CO BOE Entries: All Planholder: SSN Find Sort Order: ☒ SSN ☐ Name

Add Export Bill View

Bill Pd.	Company	SSN	Name	Health FSA	HRA	Dep. FSA	Status
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$20.00	\$0.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$16.66	\$0.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed
02/30/07	00491			\$0.00	\$175.00	\$0.00	Changed

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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Discussions Discussions not available on <https://openenroll.ky.gov/> Done Local intranet

You can process as you would normally at this point.

SELECT DON'T PAY:

See Pages 57- 60 for the way to select the bill and how to get to the point of where you are ready to select Don't Pay.

Bill Period

03/15/07

Company

00491 00491 PIKE CO BOE

Active?

☒ Active ☐ Finished

Add

Export

View

Edit

Delete

Entries

SOFs

Accept

Reject

Close

Amts x2

Don't Pay

Finalize

UnFinalize

Name	Bill Period	Status
00491 Pike Co BOE FSA	03/15/07	Open

Pages:

Bills

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Contact Us

User:

Logoff & Exit

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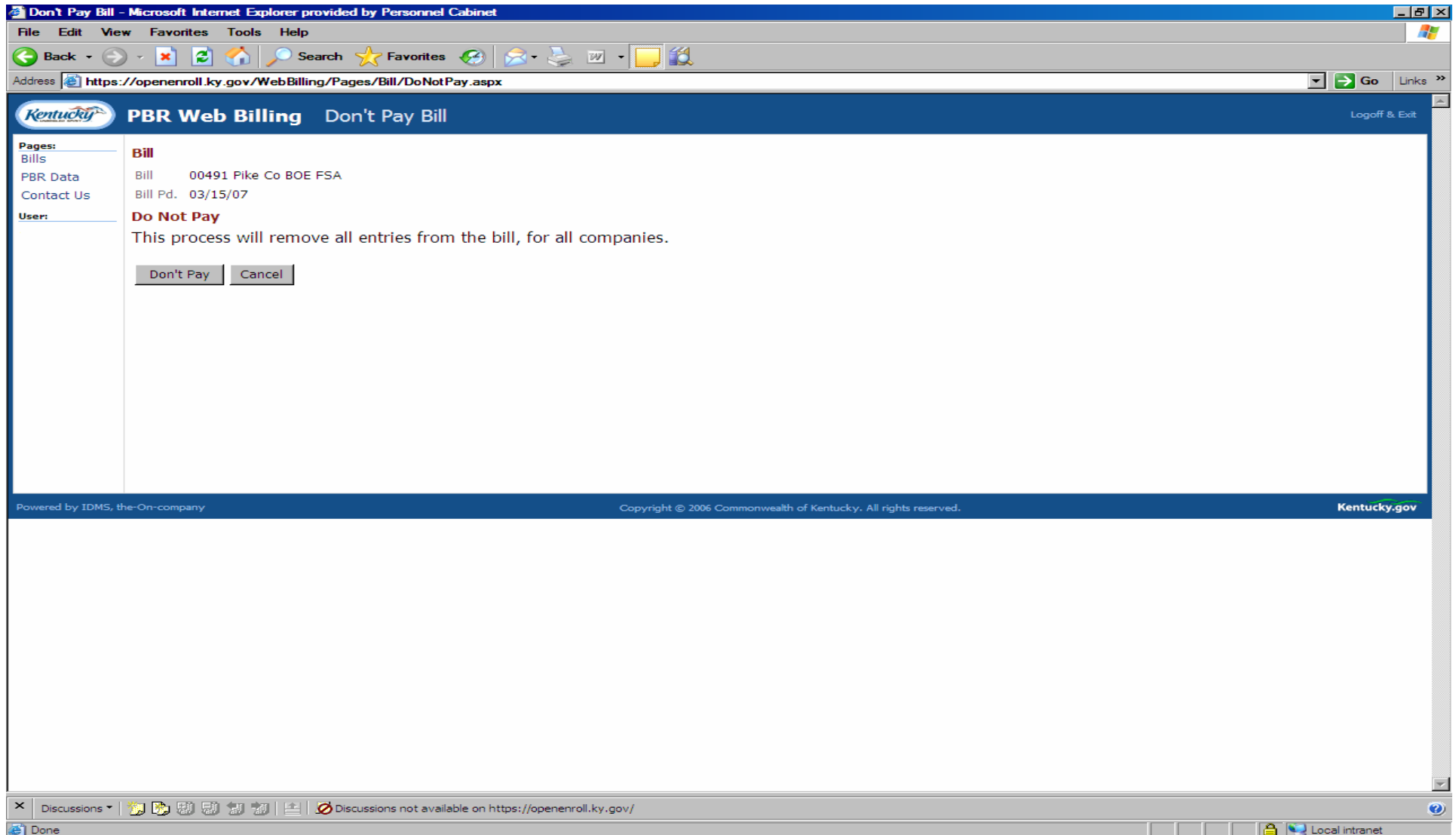
Kentucky.gov

Discussions

Discussions not available on https://openenroll.ky.gov/

Done

Local intranet



Select **Don't Pay**.

This screen displays the balance is zero.

View Bill - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

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Address <https://openenroll.ky.gov/WebBilling/Pages/Bill/Edit.aspx> Go Links

Kentucky PBR Web Billing View Bill Logoff & Exit

Pages:
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PBR Data
Contact Us

User:

No balance amounts were found for the selected company.

Bill

Bill Template 00491 Pike Co BOE FSA
Bill Period 03/15/07
Status Open

Amounts

Company 00491 > 00491 PIKE CO BOE
Health FSA
HRA
Dep. FSA
Total

Users - Open

BURKE Close For User

Users - Closed

Open For User

Users - Responsible

BURKE

Save

Bill Entries Cancel Save

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Done Local intranet

This screen displays the status of the items have all been updated to say **Removed**.

Bill Entries - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Address: <https://openenroll.ky.gov/WebBilling/Pages/BillEntry/Search.aspx> Go Links

Kentucky PBR Web Billing Bill Entries Logoff & Exit

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Bills
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Contact Us
User:

Bill: 00491 Pike Co BOE FSA Bill Period: 03/15/07 Company: 00491 > 00491 PIKE CO BOE Entries: All Planholder: SSN Find Sort Order: ☒ SSN ☐ Name

Add Export Bill View

Bill Pd.	Company	SSN	Name	Health FSA	HRA	Dep. FSA	Status
▶ 01/15/07	00491			\$0.00	\$07.50	\$0.00	Removed
▶ 01/15/07	00491			\$0.00	\$07.50	\$0.00	Removed
▶ 01/15/07	00491			\$0.00	(\$07.50)	\$0.00	Removed
▶ 01/15/07	00491			\$0.00	(\$07.50)	\$0.00	Removed
▶ 01/15/07	00491			\$0.00	(\$07.50)	\$0.00	Removed
▶ 01/15/07	00491			\$0.00	(\$07.50)	\$0.00	Removed
▶ 01/30/07	00491			\$0.00	\$07.50	\$0.00	Removed
▶ 01/30/07	00491			\$0.00	\$07.50	\$0.00	Removed
▶ 01/30/07	00491			\$0.00	(\$07.50)	\$0.00	Removed
▶ 01/30/07	00491			\$0.00	(\$07.50)	\$0.00	Removed
▶ 01/30/07	00491			\$0.00	(\$07.50)	\$0.00	Removed
▶ 01/30/07	00491			\$0.00	(\$07.50)	\$0.00	Removed
▶ 02/15/07	00491			\$0.00	\$07.50	\$0.00	Removed
▶ 02/15/07	00491			\$0.00	\$07.50	\$0.00	Removed
▶ 02/30/07	00491			\$0.00	\$07.50	\$0.00	Removed

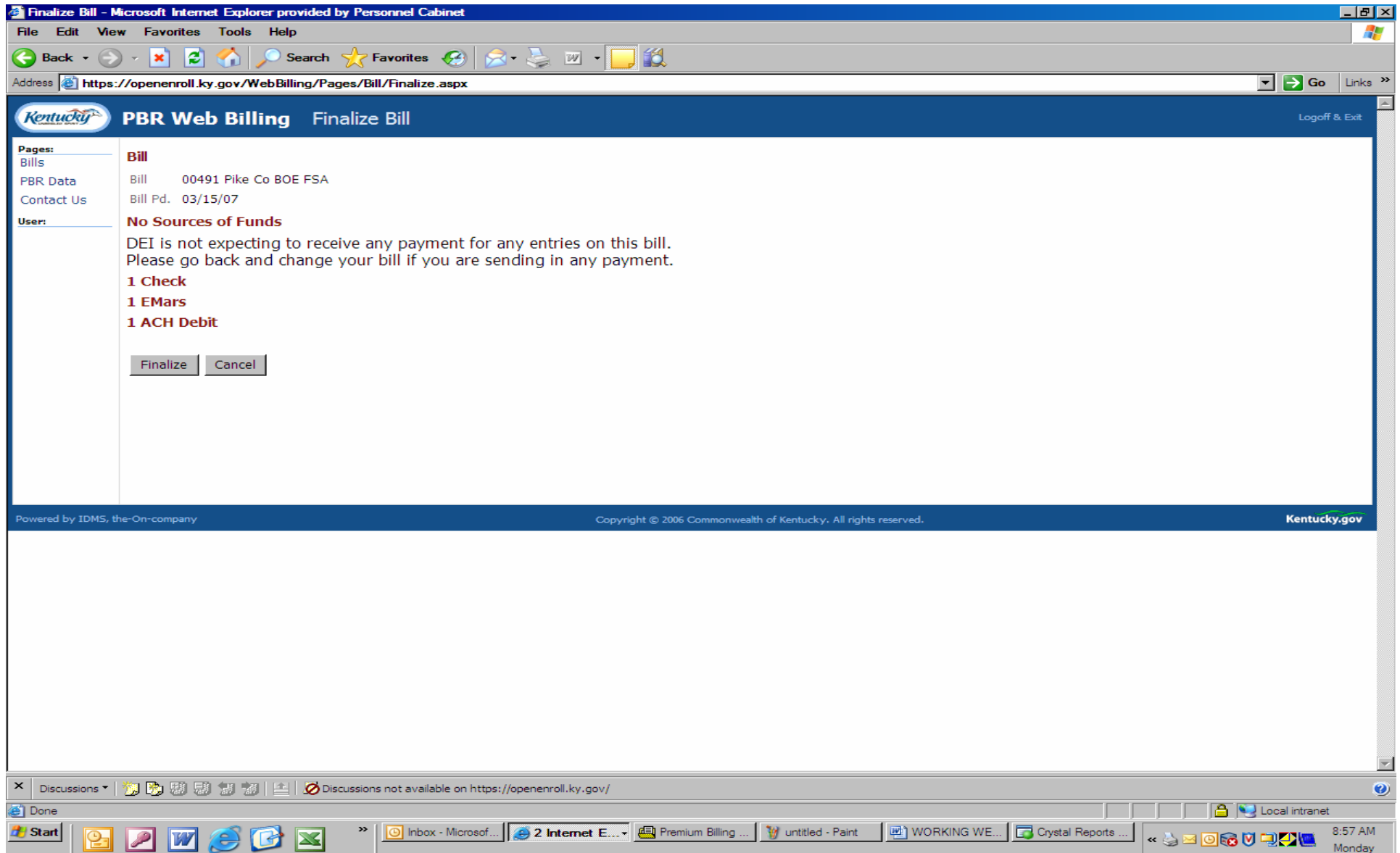
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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Discussions Discussions not available on <https://openenroll.ky.gov/> Done Local intranet

You can process as you normally would at this point.

This is the **Finalize** Screen. The message will indicate that you will not be sending a payment for this bill.



Select **Finalize**.

PBR DATA

PBR data allows you to view your policies holders, transactions, plan holder balances, company balances and kick outs. You can export all below options by selecting export on that view.

Policyholders – This will show all policy holders that are currently active policy holders and those that were in our system effect 07/01/2005. It will also list the termed policy holders.

Transactions – This will allow you to view the bills and the payments for the policy holders.

Planholder balances - This will allow to see if the plan holder is fully paid or in arrears for any month.

Company balances – This screen will show which months the whole company has discrepancies.

Kick Outs – This will show if the company has any money that still needs to be posted. Kick outs will occur when you have paid for a new employee but we do not show them in our system or paid under an incorrect SSN.

The Policyholders option will list all the policyholders with in your company. It will show the **SSN**, **Last Name**, **First Name**, and the **Date of birth**. You can select the > before the person you would like to view and it will take you to the transactions for that person.

PBR Web Billing - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print

Address <https://openenroll.ky.gov/WebBilling/Pages/Basic/PbrData.aspx> Go Links

Kentucky PBR Web Billing PBR Web Billing Logoff & Exit

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 Contact Us

User:

What To View
 Policyholders

Company
 00491 > 00491 PIKE CO BOE

Planholder
 SSN
 Find

Export

	SSN	Last	First	DOB
▶				
▶				
▶				
▶				
▶				
▶				
▶				
▶				
▶				
▶				

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 ... >>

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Discussions Discussions not available on <https://openenroll.ky.gov/> Local intranet

This is the **Transactions** screen. It will display the **company number**, **bill period**, the **date the transaction occurred**, what **type of transaction** it is and the **amount types**. If you would like to view the transactions for the year, select the bill period drop down box and select what time frame you would like to view.

PBR Web Billing - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Print Copy Paste

Address <https://openenroll.ky.gov/WebBilling/Pages/Basic/PbrData.aspx> Go Links

Kentucky **PBR Web Billing** PBR Web Billing Logoff & Exit

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 Bills
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User:

What To View: Transactions Bill Period: 03/15/07 Company: 00491 PIKE CO BOE Planholder: .

Export

Co.	Bill Pd.	Date	Type	Health EE	Health ER	Admin Fee	Policy
00491	03/2007	2/12/2007	BL	\$0.00	\$457.70	\$5.00	

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Discussions Discussions not available on https://openenroll.ky.gov/ Local intranet

This is the planholder balances screen. You can select an individual and see what month/s he/she is out of balance. Located on the right of the screen, select the check box **Out of Balance Only** if you want to display the out of balance months.

PBR Web Billing - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

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Address <https://openenroll.ky.gov/WebBilling/Pages/Basic/PbrData.aspx> Go Links

Kentucky PBR Web Billing PBR Web Billing Logoff & Exit

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User:

What To View: Planholder Balance Bill Period: 2007 Monthly Company: 00491 > 00491 PIKE CO BOE Planholder: Clear Prev Next 1 of 1

Out Of Balance Only?
☐ Out Of Balance Only

Export

Bill Pd.	Planholder	Co.	Health EE	Health ER	Admin Fee
01/2007		00491	\$0.00	\$0.00	\$0.00
02/2007		00491	\$0.00	\$0.00	\$0.00
03/2007		00491	\$0.00	\$457.70	\$5.00

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Discussions Discussions not available on <https://openenroll.ky.gov/> Done Local intranet

This is the **Company Balances** screen. It will list the amount for each bill period. If the month is in balance it will show zeros.

PBR Web Billing - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

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Address <https://openenroll.ky.gov/WebBilling/Pages/Basic/PbrData.aspx> Go Links

Kentucky PBR Web Billing PBR Web Billing Logoff & Exit

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PBR Data
Contact Us

User:

What To View: **Company Balances** Bill Period: **2007 Monthly** Company: **00491** > **00491 PIKE CO BOE**

Export

Bill Pd.	Health EE	Health ER	Admin Fee
03/2007	(\$1,768.11)	\$632,465.62	\$8,610.00
02/2007	\$0.00	\$0.00	\$0.00
02/2007	\$434.76	\$599.02	\$230.00
01/2007	\$0.00	\$0.00	\$0.00
01/2007	\$308.08	(\$57.10)	\$200.00

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Done Local intranet

This is the **Kick Out** screen. If your company has any money that needs to be posted it would show on this screen. In the **Invalid Reason** column, it will display the SSN that the money should have been applied to.

PBR Web Billing - Microsoft Internet Explorer provided by Personnel Cabinet

File Edit View Favorites Tools Help

Address: <https://openenroll.ky.gov/WebBilling/Pages/Basic/PbrData.aspx> Go Links >>

Kentucky PBR Web Billing PBR Web Billing Logoff & Exit

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Contact Us

User:

What To View: **Kickouts** Company: **00491** > **00491 PIKE CO BOE** Resolved?: **Unresolve**

Export

Date	Invalid	Resolution	Resolved
2/13/2007	HR amount Should not be empty.		
2/13/2007	HR amount Should not be empty.		
2/13/2007	HR amount Should not be empty.		
2/13/2007	HR amount Should not be empty.		
2/13/2007	HR amount Should not be empty.		
2/13/2007	HR amount Should not be empty.		
2/13/2007	HR amount Should not be empty.		
2/13/2007	HR amount Should not be empty.		
2/13/2007	HR amount Should not be empty.		
2/13/2007	HR amount Should not be empty.		

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

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Done Local intranet